



To help you with the assessment of your Building Permit application (Certified and Uncertified), we have created this checklist for you. For more information on building a fence or retaining wall, visit our [Building a Fence or Retaining Wall](#) page on our website.

Applications must be completed and paid in full.

This Checklist will help you not to forget or miss on any required information, so your application is not returned.

ADDRESS: LOT _____ # _____

PROPOSED DEVELOPMENT: _____

BUILDING PERMIT REQUIREMENTS		(✓) or (x)	For City of Melville Internal Use Only (✓)					
FORMS								
1.	Form BA1 – (Certified) or Form BA2 (Uncertified)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) Completed Building Permit Application:							
	• Form BA1 – (Certified) or	<input type="checkbox"/>						
	• Form BA2 – (Uncertified)	<input type="checkbox"/>						
	b) Completed Building Permit Application Form to be signed by, each owner of the land, unless exempt.	<input type="checkbox"/>						
	c) Clearly indicate the estimated value of building work (including GST) on the Building Permit Application Form.	<input type="checkbox"/>						
	d) Builder's Details – Builder must sign the Building Permit Application Form.	<input type="checkbox"/>						
2.	Construction Training Fund Levy Form (CTF)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) Completed Construction Training Fund Levy Form (CTF) if works exceed \$20,000 or CTF receipt or proof of pre payment.							
3.	Certificate of Title and Diagram of Survey	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) A copy of the <u>Certificate of Title</u> and <u>Diagram of Survey</u> naming the applicant as the registered proprietor of the land and issued by Landgate within the last twelve (12) months.							
4.	Checklist - Building a New Front or Dividing Fence, Boundary Wall, Screen Wall, Barrier or the like – Class 10b	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

a) Completed Checklist for Building a New Front or Dividing Fence, Boundary Wall, Screen Wall, Barrier or the like – Class 10b

FEES

5. Building Permit Application Fee

Yes No N/A

a) Building Permit Application Fee plus associated State levies must be paid at time of lodgement of the application

(Refer to the Building Application Fee Schedule).

6. Verge Bond Fee

Yes No N/A

a) Verge Bond Fee payable for applications over \$20,000.

Exception: Verge Bond payable for all swimming pool and Demolition applications regardless of value.

APPROVALS

7. Planning / Development Approval

Yes No N/A

a) Planning Approval or Written Advice issued by the City of Melville's Statutory Planning Services for the proposed development (if applicable).

DA- _____ - _____

CONSENTS / WORKS AFFECTING ONTHER LAND

8. BA20 and / or BA20A – where applicable

Yes No N/A

a) Completed BA20 if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the *Building Act 2011*.

- b) Completed BA20A if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the *Building Act 2011*.

DESIGN CERTIFICATES

9. Certificate of Design Compliance – (CDC) Form BA3

Yes No N/A

a) **CERTIFIED BUILDING APPLICATIONS ONLY – (BA1)**

Provide a Certificate of Design Compliance (CDC) BA3 that is **signed** by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1.

Yes No N/A

- b) Ensure that all documents stated on the Certificate of Design Compliance, (**Drawings, Specifications and Technical Certificates**) are attached in order as stated on the CDC and lodged with the application.

Yes No N/A

OR

c) **UNCERTIFIED BUILDING APPLICATIONS ONLY – (BA2)**

A Certificate of Design Compliance (CDC) BA3 is **NOT** required for an uncertified building application. The City will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance (CDC) BA3. An uncertified application must be made with a BA2 form.

Yes No N/A

PLANS AND DETAILS

<p>10. Architectural Plans / Drawings</p> <ul style="list-style-type: none"> • ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size. • New and Existing Work - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means. • Please do not re-submit stamped Planning / Development Approvals plans for Building Permit Applications. A new, matching set of plans are to be provided. • Plans are to include the following: 		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>10. a) Site Plan (minimum scale 1:200)</p> <ul style="list-style-type: none"> i) Street names, lot number, and title reference to the site. <input type="checkbox"/> ii) The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown. <input type="checkbox"/> iii) A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site. <input type="checkbox"/> iv) Location and heights of the proposed front or dividing fences including piers, to be located entirely within the property boundary. <input type="checkbox"/> v) The proposed finished ground levels adjacent to the proposed front or dividing fences to be shown. <input type="checkbox"/> vi) Setback distances from the property boundaries to the proposed front or dividing fences and distance away from other existing buildings / structures on the property to be clearly indicated. <input type="checkbox"/> vii) Location and sizes of existing stormwater drains / disposal system and easement locations. <input type="checkbox"/> viii) Location and heights of existing or proposed retaining wall/s. <input type="checkbox"/> ix) The position of street trees, if any, between the site and the roadway. <input type="checkbox"/> 		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



<p>x) Show existing structures on adjoining land (fences, retaining walls, buildings). <input type="checkbox"/></p> <p>xi) Clearly indicate the North point. <input type="checkbox"/></p>	
<p>10. b) Floor Plan (minimum scale 1:100)</p> <p>i) A plan of the proposed front or dividing fence. <input type="checkbox"/></p> <p>ii) All dimensions of the proposed front or dividing fence. <input type="checkbox"/></p> <p>iii) Location and dimensions of piers, columns and posts spacings. <input type="checkbox"/></p> <p>iv) Ground levels. <input type="checkbox"/></p> <p>v) Any other information that the building surveyor may require, all clearly figured and dimensioned. <input type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>10. c) Elevations (minimum scale 1:100)</p> <p>i) All elevations of the proposed front or dividing fences. <input type="checkbox"/></p> <p>ii) Heights of the proposed front or dividing fences (including pier heights). <input type="checkbox"/></p> <p>iii) Types of materials used for the proposed front or dividing fences. <input type="checkbox"/></p> <p>iv) Dimensions of piers, columns, posts and footings spacings. <input type="checkbox"/></p> <p>v) Heights of the proposed retaining walls (if applicable) <input type="checkbox"/></p> <p>vi) Existing ground levels at the fence and at the boundary. <input type="checkbox"/></p> <p>vii) The proposed finished ground levels adjacent to the proposed front or dividing fences to be shown. <input type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>10. d) Cross Sectional View (minimum scale 1:50)</p> <p>i) One or more sections, transverse, longitudinal. <input type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

- | | |
|---|--------------------------|
| ii) Finished ground level. | <input type="checkbox"/> |
| iii) Type of footings and dimensions. | <input type="checkbox"/> |
| iv) Connection details on how the proposed structures will be attached to the footings. | <input type="checkbox"/> |
| v) Heights of the proposed front or dividing fences (including pier heights). | <input type="checkbox"/> |
| vi) Heights of the proposed retaining walls (if applicable). | <input type="checkbox"/> |
| vii) Ground anchorage details (if applicable). | <input type="checkbox"/> |

DOCUMENTS

11. Specifications

- a) ONE set of complete specifications describing materials and method of construction, indicating that the structure will be constructed in accordance with the specifications provided and comply with the National Construction Code / Building Code of Australia / Australian Standards.

Yes No N/A

STRUCTURAL ENGINEER PLANS AND DETAILS

12. Structural Engineers Plans and Details

ONE set of **Structural Engineers Plans and Details** must be **designed, certified / signed** by a practising Structural Engineer as stated below:

Yes No N/A

12. a) Footing Details

- | | |
|---|--------------------------|
| i) Concrete specifications. | <input type="checkbox"/> |
| ii) Depth and type of footing including dimensions. | <input type="checkbox"/> |
| iii) Reinforcement size and location. | <input type="checkbox"/> |
| iv) Connection details. | <input type="checkbox"/> |

Yes No N/A

v) Ground anchorage details (if applicable).

12. b) Holding Down Details

i) The holding down details should be **designed, certified / signed** by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard.

Yes No N/A

12. c) Retaining Walls Details (if applicable)

i) Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, **certified / signed** by a practising Structural Engineer.

Yes No N/A

12. d) Underpinning, Sheet Piling, Grout Injection to Existing Buildings (if applicable)

i) Details of protective works and underpinning must be **designed, certified / signed** by a practising Structural Engineer.

Yes No N/A

Please note that the above information is required to be lodged with the application.

If this information is not provided in full, your application will be returned.

Additional Notes:

13. Declaration:

I have provided all of the above information and confirm that it is true and correct.

Yes No

**Applicant
Name**

Date

OFFICE USE ONLY



Additional Notes:

**Administration Officer /
Customer Relations Officer**

Date

Disclaimer

This checklist is provided as generalised information and advisory in nature with all due care as to its accuracy. However, the City does not warrant or represent that it is free from error or omission. While the aim is to keep the content of this document current and accurate, the City of Melville accepts no responsibility or warranties for actions based on the information provided. The City of Melville encourages you to seek professional advice before acting on any information contained in this document. The City may make changes to the information at any time and without notice. Further information for the application may be required as part of the audit / assessment process and may be requested once the application has been lodged with the City. Please contact the City of Melville if you wish to comment on the checklist provided and information contained within. Any reported errors will be amended. This checklist is considered to be correct as at September 2020.