



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 granny flat or ancillary dwelling in the City of Melville, visit our [Building a Granny Flat or Ancillary Dwelling](#) 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)	Registered Builder's Details – Builder must provide their registration number if works is of a value of \$20,000 or more on the Building Permit Application Form	<input type="checkbox"/>						
e)	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)	Construction Training Fund Levy (CTF) receipt / proof of pre payment if works exceed \$20,000.							
3.	Owner-Builder Approval / Certificate (if applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
a)	Owner-Builder Approval / Certificate from the Building Services Board (Department of Mines, Industry Regulation and Safety) if works is of a value of \$20,000 or more.							
4.	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.							
5.	Checklist - Building a New Granny Flat or Ancillary Dwelling – Class 1a	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>



Building a New Granny Flat or Ancillary Dwelling – Class 1a

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 Owner: Senior Building Surveyor. Please refer to the City of Melville website (Public) or BMS (Internal) for the latest version.



- a) If the proposal requires installation or alteration of an on-site sewage effluent system, provide evidence that the proposed plans have been submitted to and/or approved by the City of Melville Health Services.

CONSENTS / WORKS AFFECTING ONTHER LAND

11. BA20 and / or BA20A – where applicable

- 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*.

☐ Yes ☐ No ☐ N/A ☐

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DESIGN CERTIFICATES

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

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.

- 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.

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 ☐

☐ Yes ☐ No ☐ N/A ☐

☐ Yes ☐ No ☐ N/A ☐

☐ Yes ☐ No ☐ N/A ☐

PLANS AND DETAILS

<p>13. 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>13. 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. ii) The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown. iii) A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site. iv) The proposed finished floor level to the new dwelling and garage / carport / alfresco including ground levels to be shown. v) Setback distances from the property boundaries to the proposed building/s and distance away from other existing buildings / structures on the property to be clearly indicated. vi) Height and extent of proposed earthworks. vii) Existing sewer, stormwater drains or easement locations. viii) Location and sizes of stormwater drain / disposal system. ix) Location of septic tanks if no sewer is available (Refer to Health Approvals above). x) Location and heights of stabilised embankments or retaining wall/s. xi) The position of street trees, if any, between the site and the roadway. xii) Show structures on adjoining land (fences, retaining walls, buildings). xiii) Clearly indicate the North point. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>13. b) Floor Plan (minimum scale 1:100)</p> <ul style="list-style-type: none"> i) A floor plan of every storey. ii) All dimensions of the proposed building/s. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



<ul style="list-style-type: none"> iii) Room names. iv) Sunken areas (where applicable). v) Location and dimensions of windows and doors. vi) Smoke alarm / detector locations. vii) Ridge, hip, valley, eaves line and down pipe locations. viii) Construction of the walls, floors and roofs. ix) Location of mechanical ventilation. x) Any other information that the building surveyor may require, all clearly figured and dimensioned. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>13. c) Elevations (minimum scale 1:100)</p> <ul style="list-style-type: none"> i) All elevations indicating external walls, windows and roof. ii) Existing ground level at the external wall and at the boundary, including proposed ground and finished floor levels. iii) Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding, awning. iv) Area of each window. v) Area of external openings (i.e. doors and openable portion of windows). vi) Height of ceiling and the heights of each storey. vii) Roof pitch. viii) Types of materials used. ix) Location of insulation / Radiant Barrier Material. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>13. d) Cross Sectional View (minimum scale 1:50)</p> <ul style="list-style-type: none"> i) One or more sections, transverse, longitudinal. ii) Finished ground level. iii) Type of floor structure e.g. concrete footing slab or frame. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



iv) Sunken areas (where applicable).

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v) Height of ceilings.

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vi) Roof frame details.

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DOCUMENTS

14. Specifications

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Yes ☐ No ☐ N/A ☐

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

15. Energy Efficiency Documentation

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Yes ☐ No ☐ N/A ☐

- a) An Energy Efficiency Report **certified and signed** by an accredited qualified energy assessor.
- b) ONE complete set of Architectural Plans / Drawings **stamped, certified and signed** by an accredited qualified energy assessor.

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16. Termite Management Certificate

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Yes ☐ No ☐ N/A ☐

- a) Details of Termite Management (eg. chemical and physical barriers).

STRUCTURAL ENGINEER PLANS AND DETAILS

17. Structural Engineers Plans and Details

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Yes ☐ No ☐ N/A ☐

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

17. a) Site Classification Report

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Yes ☐ No ☐ N/A ☐

- i) A Site / Soil Classification Report or Geotechnical Report as per the National Construction Code / Building Code of Australia and relevant Australian Standard/s.
- ii) Recommendations for earthworks, footings & drainage.

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17. b) Footing and Slab Details

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Yes ☐ No ☐ N/A ☐

<div> <div>i) Concrete specifications.</div> <div>ii) Depth and type of footing including dimensions.</div> <div>iii) Reinforcement size and location.</div> <div>iv) Slab thickness.</div> <div>v) Waterproof membrane location.</div> </div>	<div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>	
<div> <div>17. c) Structural Beams</div> <div>i) Structural beams should be <u>designed, certified / signed</u> by a Structural Engineer and comply with the National Construction Code / Building Code of Australia.</div> </div>	<div> <div><input type="checkbox"/></div> </div>	<div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></div> </div>
<div> <div>17. d) Roof Construction / Tie Down Details</div> <div>i) The Roof and tie down details should be <u>designed, certified / signed</u> by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard.</div> </div>	<div> <div><input type="checkbox"/></div> </div>	<div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></div> </div>
<div> <div>17. e) Retaining Walls</div> <div>i) Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, <u>certified / signed</u> by a practising Structural Engineer.</div> </div>	<div> <div><input type="checkbox"/></div> </div>	<div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></div> </div>
<div> <div>17. f) Underpinning, Sheet Piling, Grout Injection to Existing Buildings (if applicable)</div> <div>i) Details of protective works and underpinning must be <u>designed, certified / signed</u> by a practising Structural Engineer.</div> </div>	<div> <div><input type="checkbox"/></div> </div>	<div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></div> </div>
<div> <div>Please note that the above information is required to be lodged with the application.</div> <div>If this information is not provided in full, your application will be returned.</div> </div>		
<div> <div><u>Additional Notes:</u></div> </div>		



18. Declaration: I have provided all of the above information and confirm that it is true and correct.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Applicant Name	Date
OFFICE USE ONLY	
<u>Additional Notes:</u>	
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 June 2020.