



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 an outbuilding in the City of Melville, visit our [Building a Carport or Garage](#) or [Building a Shed or Outbuilding](#) 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   |  | (✓)<br>or<br>(x)         | For City of Melville<br>Internal Use Only (✓) |                          |    |                          |     |                          |
|--|--|--------------------------|---|--------------------------|----|--------------------------|-----|--------------------------|
| FORMS  |  |                          |   |                          |    |                          |     |                          |
| <b>1. Form BA1 – (Certified) or Form BA2 (Uncertified)</b>   |  | <input type="checkbox"/> | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| a) Completed Building Permit Application:  |  | <input type="checkbox"/> |   |                          |    |                          |     |                          |
| • Form BA1 – (Certified) or  |  | <input type="checkbox"/> |   |                          |    |                          |     |                          |
| • Form BA2 (Uncertified)   |  | <input type="checkbox"/> |   |                          |    |                          |     |                          |
| b) Completed Building Permit Application Form to be <b>signed</b> 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 <b>registration number</b> if works exceed \$20,000 on the Building Permit Application Form   |  | <input type="checkbox"/> |   |                          |    |                          |     |                          |
| e) Builder’s Details – Builder must <b>sign</b> the Building Permit Application Form.  |  | <input type="checkbox"/> |   |                          |    |                          |     |                          |
| <b>2. Construction Training Fund Levy Form (CTF)</b>   |  | <input type="checkbox"/> | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| a) <a href="#">Construction Training Fund Levy (CTF)</a> receipt / proof of pre payment if works exceed \$20,000.  |  |                          |   |                          |    |                          |     |                          |
| <b>3. Owner-Builder Approval / Certificate (if applicable)</b>   |  | <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 exceed \$20,000.   |  |                          |   |                          |    |                          |     |                          |
| <b>4. Certificate of Title and Diagram of Survey</b>   |  | <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. |  |                          |   |                          |    |                          |     |                          |
| <b>5. Checklist – Outbuildings: Garage / Shed / Workshop etc</b>   |  | <input type="checkbox"/> | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |



|  |  |   |
|--|--|---|
| a) Completed Checklist for Outbuildings – Class 10a  |  |   |
| <b>FEES</b>  |  |   |
| <p><b>6. Building Permit Application Fee</b></p> <p>a) Building Permit Application Fee plus associated State levies must be paid at time of lodgement of the application</p> <p>(Refer to the Building Application Fee Schedule).</p>  | <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <p><b>7. Verge Bond Fee</b></p> <p>a) Verge Bond Fee payable for applications <u>over \$20,000</u>.</p> <p>Exception: Verge Bond payable for all swimming pool and Demolition applications regardless of value.</p>  | <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b>CERTIFICATE</b>   |  |   |
| <p><b>8. Home Indemnity Insurance Certificate</b></p> <p>a) Original copy of the Home Indemnity Insurance Certificate under the provisions of the <i>Home Building Contracts Act 1991</i> from an approved insurer.</p> <p><u>(NOT required for Outbuildings with the value of works less than \$20,000 or not part of the main roof frame for the house.</u></p> <p>b) Ensure names, address, contract value details are correct.</p> | <input type="checkbox"/><br><br><br><br><br><br><br><br><br><br><input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b>APPROVALS</b>   |  |   |
| <p><b>9. Planning / Development Approval</b></p>   | <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |



- 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**

**10. 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**

**11. 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**

**12. Architectural Plans / Drawings**

- 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:

Yes  No  N/A

**12. a) Site Plan (minimum scale 1:200)**

- 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 outbuilding including ground levels to be shown.
- v) Setback distances from the property boundaries to the proposed outbuilding and distance away from other existing buildings / structures on the property to be clearly indicated.
- vi) Height and extent of proposed earthworks - if applicable.
- vii) Existing sewer, stormwater drains or easement locations.
- viii) Location and sizes of stormwater drain / disposal system.

Yes  No  N/A



- ix) Location and heights of stabilised embankments or retaining wall/s – if applicable
- x) The position of street trees, if any, between the site and the roadway.
- xi) Show structures on adjoining land (fences, retaining walls, buildings).
- xii) Clearly indicate the North point.

**12. b) Floor Plan (minimum scale 1:100)**

- i) A floor plan of the proposed outbuilding.
- ii) All dimensions of the proposed outbuilding.
- iii) Ridge, hip, valley, eaves line and down pipe locations.
- iv) Construction of the post, piers and roofs.
- v) Any other information that the building surveyor may require, all clearly figured and dimensioned.

Yes  No  N/A

**12. c) Elevations (minimum scale 1:100)**

- i) All elevations indicating walls and roofs.
- ii) Existing ground level at the wall and at the boundary, including proposed ground and finished floor levels.
- iii) Height of ceiling to the proposed outbuilding.
- iv) Sunken areas (where applicable).
- vi) Roof pitch.
- vii) Types of materials used.

Yes  No  N/A

**12. d) Cross Sectional View (minimum scale 1:50)**

- i) One or more sections, transverse, longitudinal.
- ii) Finished ground level.

Yes  No  N/A





|   |                          |  |
|---|--------------------------|--|
| <p><b>14. c) Roof Construction / Tie Down Details / Fixings</b></p> <p>i) The Roof Construction / tie down / fixing details should be <b>designed, certified / signed</b> by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard.</p> | <input type="checkbox"/> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> |
|---|--------------------------|--|

|   |                          |  |
|---|--------------------------|--|
| <p><b>14. d) Retaining Walls (if applicable)</b></p> <p>i) Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, <b>certified / signed</b> by a practising Structural Engineer.</p> | <input type="checkbox"/> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> |
|---|--------------------------|--|

**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:

|   |                          |   |
|---|--------------------------|---|
| <p><b>15. Declaration:</b></p> <p>I have provided all of the above information and confirm that it is true and correct.</p> | <input type="checkbox"/> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
|---|--------------------------|---|

|                              |                    |
|------------------------------|--------------------|
| <p><b>Applicant Name</b></p> | <p><b>Date</b></p> |
|------------------------------|--------------------|

**OFFICE USE ONLY**

Additional Notes:



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|--|-------------|
| <b>Administration Officer /<br/>Customer Relations Officer</b> | <b>Date</b> |
|--|-------------|

*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.*