



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		(✓) 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:		<input type="checkbox"/>						
• 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 exceed \$20,000 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) Completed Construction Training Fund Levy Form (CTF) if works exceed \$20,000 or CTF receipt or proof of pre payment.		<input type="checkbox"/>						
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 exceed \$20,000.		<input type="checkbox"/>						
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.		<input type="checkbox"/>						
5. Checklist – Outbuildings: Garage / Shed / Workshop etc		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>



a) Completed Checklist for Outbuildings – Class 10a

FEES

6. 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).

7. 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.

CERTIFICATE

8. Home Indemnity Insurance Certificate

Yes No N/A

a) Original copy of the Home Indemnity Insurance Certificate under the provisions of the *Home Building Contracts Act 1991* from an approved insurer.

(NOT required for Outbuildings with the value of works less than \$20,000 or not part of the main roof frame for the house.

b) Ensure names, address, contract value details are correct.

APPROVALS

9. 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

10. 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

DESIGN CERTIFICATES

11. 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

Yes No N/A

Yes No N/A

Yes No N/A



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



<ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>12. b) Floor Plan (minimum scale 1:100)</p> <ul style="list-style-type: none"> 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. 	<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>12. c) Elevations (minimum scale 1:100)</p> <ul style="list-style-type: none"> 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. 	<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>12. 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



iii) Type of floor structure e.g. concrete footing slab or frame.

iv) Sunken areas (where applicable).

v) Height of ceilings.

vi) Roof frame details.

13. Termite Management Certificate

a) A Certificate from a Certified Pest Company or evidence that the open structure is not susceptible to termite attack.

Yes No N/A

STRUCTURAL ENGINEER PLANS AND DETAILS

14. 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

14. a) Footing and / or Slab Details

i) Concrete specifications.

ii) Depth and type of footing including dimensions.

iii) Reinforcement size and location.

iv) Slab thickness.

v) Waterproof membrane location – if applicable.

Yes No N/A

14. b) Structural Beams

i) Structural beams should be **designed, certified / signed** by a Structural Engineer and comply with the National Construction Code / Building Code of Australia.

Yes No N/A



<p>14. c) Roof Construction / Tie Down Details / Fixings</p> <p>i) The Roof Construction / tie down / fixing 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.</p>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>14. d) Retaining Walls (if applicable)</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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>15. Declaration: I have provided all of the above information and confirm that it is true and correct.</p>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>Applicant Name</p>	<p>Date</p>
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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 June 2020.