

ADDRESS: LOT #____#

Checklist Residential Dwellings - Class 1a Application for Building Permit – Certified - Form BA1 or Uncertified Form BA2

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 residential dwelling in the City of Melville, visit our <u>Building a New House</u> page on our website.

Applications must be completed and paid in full.

		o vour application is not returned

PROPOS	SED D	EVELOPMENT:					
		HAVE YOU PROVIDED THE FOLLOWING INFORMATION?	(√)	Intor	For C Mel		, (~)
FOR	MS			mter	iai os	e om	
1.	For	Form BA1 – (Certified) or Form BA2 (Uncertified)		Yes		No	
	a)	Completed Building Permit Application:					
		• Form BA1 – (Certified) or					
		Form BA2 (Uncertified)					
	b)	Completed Building Permit Application Form to be <u>signed</u> by, each owner of the land, unless exempt.					
	c)	Clearly indicate the estimated value of building work (including GST) on the Building Permit Application Form.					
	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					
	e)	Builder's Details – Builder must <u>sign</u> the Building Permit Application Form.					
2.	Cor	struction Training Fund Levy Form (CTF)		Yes		No	
	a)	Construction Training Fund Levy (CTF) receipt / proof of pre payment if works exceed \$20,000.					
3.	Owi	ner-Builder Approval / Certificate (if applicable)		Yes		No	
	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.	Cer	tificate of Title and Diagram of Survey		Yes		No	
	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.	Che	cklist		Yes		No	



	a)	Completed Checklist for Residential Dwellings – Class 1a					
FEES	S		1				
6.	Buil	ding Permit Application Fee		Yes		No	
	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					No	
	a)	Verge Bond Fee payable for applications over \$20,000.					
		Exception: Verge Bond payable for all swimming pool and Demolition applications regardless of value.					
CER	TIFIC	ATE					
8.	Hom	ne Indemnity Insurance Certificate		Yes		No	
	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.					
		(<u>NOT</u> required for Owner - Builders and / or for multi-storey developments with a rise in storey of more than 3).					
	b)	Ensure names, address, contract value details are correct.					
APP	ROVA	LS	I				
9.	Plan	ning / Development Approval		Yes		No	
	a)	Planning Approval or Written Advice issued by the City of Melville's Statutory Planning Services for the proposed development (if applicable).					
		DA					
10.	Heal	th Approval		Yes		No	



	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.			
CON	ISENT				
11.	BA2	0 and / or BA20A	Yes	No	
	a)	Completed BA20 if building work adversely affects land beyond the boundaries to ensure that there is compliance with <i>s</i> 77 and <i>s</i> 77 of the <i>Building Act 2011</i> .			
	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.			
DES	IGN C	ERTIFICATES			
12.	Cert	ificate of Design Compliance – (CDC) Form BA3	Yes	No	
	a)	CERTIFIED BUILDING APPLICATIONS ONLY			
		Provide a Certificate of Design Compliance (CDC) BA3 that is <u>signed</u> 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	
	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	
		OR			
	c)	UNCERTIFIED BUILDING APPLICATIONS ONLY			
		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	
PLA	NS AN	ID DETAILS			



13.	Arch	nitectu	ural Plans / Drawings				
	•	ON De be					
	•	dra	w and Existing Work - All new work shall be clearly delineated on the wings as distinct from existing work by colouring or other suitable ans.		Yes	No	
	•	Pla	ins are to include the following:				
13.	a)	Site	Plan (minimum scale 1:200)		Yes	No	
		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.				
13.	b)	Floo	r Plan (minimum scale 1:100)		Yes	No	
		i)	A floor plan of every storey.				
		ii)	All dimensions of the proposed building/s.				
		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.					
1	3.	c)	Elev	Elevations (minimum scale 1:100)				No	
			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.					
1	3.	d)	Cros	ss Sectional View (minimum scale 1:50)		Yes		No	
			i)	One or more sections, transverse, longitudinal.					
			ii)	Finished ground level.					
			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.					
DOC	UME	NTS					
14.	Spe	cifications		Yes		No	
	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.	Ene	rgy Efficiency Documentation		Yes		No	
	a)	An Energy Efficiency Report <u>certified and signed</u> by an accredited qualified energy assessor.					
	b)	ONE complete set of Architectural Plans / Drawings <u>stamped</u> , <u>certified and signed</u> by an accredited qualified energy assessor.					
16.	Terr	Termite Management Certificate				No	
	a)	Details of Termite Management (eg. chemical and physical barriers).					
STR	UCTU	RAL ENGINEER PLANS AND DETAILS					
17.	Stru	ctural Engineers Plans and Details					
		set of Structural Engineers Plans and Details must be <u>designed,</u> ified / signed by a practising Structural Engineer as stated below:		Yes		No	
17.	a)	Site Classification Report		Yes		No	
		 i) A Site / Soil Classification Report or Geotechnical Report as per the National Constreuction Code / Building Code of Australia and relevant Australian Standard/s. 					
		ii) Recommendations for earthworks, footings & drainage.					
17.	b)	Footing and Slab Details		Yes		No	
		i) Concrete specifications.					
		ii) Depth and type of footing including dimensions.					



	iii) Reinforcement size and location.								
			iv) Slab thickness.						
			v)	Waterproof membrane location.					
17		c)	Stru	ctural Beams		Yes		No	
			i)	Structural beams should be <u>designed</u> , <u>certified / signed</u> by a Structural Engineer and comply with the National Construction Code / Building Code of Australia.					
17		d)	Roo	f Construction / Tie Down Details		Yes		No	
			i)	The Roof and tie down details should be <u>designed</u> , <u>certified</u> / <u>signed</u> by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relavent Australian Standard.					
17		e)	Reta	nining Walls		Yes		No	
			i)	Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, certified <i>I</i> signed by a practising Structural Engineer.					
17		f)		erpinning, Sheet Piling, Grout Injection to Existing Buildings oplicable)		Yes		No	
			i)	Details of protective works and underpinning must be designed , certified / signed by a practising Structural Engineer.					
Ple	eas	e note	e that	the above information is required to be lodged with the application.	<u> </u>	<u> </u>			
If t	his	infor	matio	n is not provided in full, your application will be returned.					
<u>Ac</u>	lditi	<u>ional</u>	<u>Notes</u>	<u>:</u>					
18			laratio	on: vided all of the above information and confirm that it is true and correct.		Yes		No	
	pli	cant			Dat	e			
			E ONL	_Y					



Additional Notae

Checklist Residential Dwellings - Class 1a Application for Building Permit – Certified - Form BA1 or Uncertified Form BA2

	istration Officer / ner Relations Officer		Date	
Additio	onar Notes.			

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.