



Building Fact Sheet:

Residential Dwellings – Class 1a

- **Application for Building Permit – Certified - Form BA1 and**
- **Application for Building Permit – Uncertified - Form BA2**

For more information on building a residential dwelling in the City of Melville, visit our [Building a New House](#) page on our website.

Definition

Residential Dwellings are houses / buildings in which people live in (used for the purpose of human habitation). The [National Construction Code](#) (NCC) classifies one or more buildings, which together form a single dwelling as being of Class 1a.

Frequently Asked Questions

Is a Building Permit required for a Residential Dwelling?

Yes, a Building Permit approval is required to be obtained prior to construction commencing on any dwellings.

Is Planning Approval required (Development Approval)?

A Planning / Development Approval is required for a development that is not compliant with the Residential Design Codes. You may also apply for Written Planning Advice to confirm if your development requires a Planning Approval or not. Please discuss with the City's Planning Services if you are unsure if a development approval is required.

Is there anyone else who I should consult with?

Check with the City's Engineering Services and the Water Corporation to ensure that your development does not affect any existing drainage or sewer easements.

Can I build or alter a residential dwelling as an Owner-Builder?

Yes. If the construction value is of a value of \$20,000 or more you will need to apply to the Building Services Board at the Department of Mines, Industry Regulation and Safety (DMIRS) for an [Owner-Builder application](#). Once approved you will receive an Owner-Builders Certificate. A Building Permit cannot be issued for building works that are of a value of \$20,000 or more unless an Owner Builder Certificate has been received or a registered Builder has been contracted to do the building work.

Do I need a Structural Engineer's certification for the proposed Residential Dwelling?

Yes, you will need to have the proposed residential dwelling or proposed alteration / addition to that dwelling designed, checked, certified and signed by a practicing, professional Structural Engineer.

Who can lodge the Building application?

The property owner or the Builder / Agent can lodge the Building Permit application. The Builder and all owners must always sign the application for a Building Permit.

How long will my building application take to process?

- **Certified Applications** must be processed within 10 working days of it being lodged with the City's Building Services. If additional information is required, the applicant will be given



21 calendar days to provide the information. The City then has the balance of the remaining 10 working days in which to provide a determination.

- **Uncertified Applications** must be processed within 25 working days of it being lodged with the City's Building Services. If additional information is required, the applicant will be given 21 calendar days to provide the information. The City then has the balance of the remaining 25 working days in which to provide a determination.

What are the fees for a Building Permit application?

For application fees please refer to the "Building Permit Fee Schedule" on the City's website.

What plans and specifications do I need to lodge with a certified application for a Building Permit?

A completed Application form for a Building Permit – Certified (Form [BA1](#)) along with:

- A Certificate of Design Compliance ([BA3](#)) that has been signed by the registered Building Surveyor;
- Copies of all the approved plans, specifications and technical documents as stated in the Certificate of Design Compliance;
- Housing Indemnity Insurance Certificate;
- Any other approvals required.

What drawings, plans, and specification do I need to lodge with a certified or uncertified application for a Building Permit?

Note: The following is a list of the minimum requirements to lodge for a **Certified Building Permit Application "BA1"** or for an **Uncertified Building Permit Application "BA2"** to successfully pass the City's validation process.

Please also use the Checklist provided to help you lodge your application.

You may later be asked for a formal request for additional further information by a Building Surveyor, in which you will have 21 calendar days to provide, to facilitate the audit process.

By providing this information you will enable the City's Building Services to process your application in a timely and efficient manner.

1. **Application for Building Permit – Certified - Form [BA1](#)** – Application forms are available from the Department of Mines, Industry, Regulation and Safety (DMIRS) <https://www.commerce.wa.gov.au/publications/ba1-application-building-permit-certified>

OR

Application for Building Permit – Uncertified - Form [BA2](#) – Application forms are available from the Department of Mines, Industry, Regulation and Safety (DMIRS) <https://www.commerce.wa.gov.au/publications/ba2-application-building-permit-uncertified>

Application forms are required when submitting your application online as well as over the Planning and Building Counter or via the Post.

2. **Construction Trust Fund Levy Form (CTF) or CTF receipt** – The Construction Trust Fund (CTF) is only required to be paid for applications with a contract value that is over \$20,000 (cost of construction including GST). You may pay directly to CTF and provide a receipt as proof of the payment. CTF forms are available from CTF <https://ctf.wa.gov.au/>



3. **Owner-Builder Approval / Certificate** – Before an owner can undertake any proposed works over the value of \$20,000 as an owner-builder, that owner is required to apply for approval from the Building Services Board of the Building Commission (Department of Mines, Industry, Energy and Safety - DMIRS). (NOTE: The City does not accept completed owner-builder application forms). The owner-builder application form and information can be obtained by visiting the Building Commission's website at <https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application>
4. **Certificate of Title and Diagram of Survey** – A copy of the Certificate of Title and Diagram of Survey is required for all applications. This is to include a copy of any Plan or Diagram depicting any easement on the property and must be no older than 12 months.
5. **Checklist for Residential Dwellings - Class 1a** – Attach a signed copy of the Checklist when lodging the application as proof that you have provided all the required information.
6. **Building Permit Application Fee** - The fees payable are based on the estimated value of the building work / contract price (including GST). The value of the works must include all material costs, labour costs, necessary services, fees payable, overheads, and profit margin (as stated in the *Building Regulations 2012 Schedule 1 and 2*). Building Permit Fee Schedule <https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2019-2020.pdf>
7. **Verge Bond Fee** – This fee payable is for Building Permit applications over \$20,000. The Verge Bond is required to be payable for all swimming pool and Demolition applications regardless of the value.
8. **Home Indemnity Insurance Certificate** – 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 Owner - Builders and / or for multi-storey developments with a rise in storey of more than 3).
9. **Planning / Development Approval** – Planning Approval or Written Advice issued by the City of Melville's Statutory Planning Services for the proposed development (if applicable).
10. **Health Approval** – If the proposal requires installation or alteration of an on-site sewage effluent system, provide evidence that the proposed dwelling has been submitted to and/or approved by the City of Melville Health Services.
11. **BA20** – Completed BA20 from the owners of the adjoining properties if the proposed building work adversely affects the land beyond the boundaries. This is to ensure that there is compliance with s 77 and 77 of the *Building Act 2011*.
AND / OR
BA20A – 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*.
12. **Certificate of Design Compliance "BA3" for Certified BA1 Applications**
 - **Certified Application** - 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. 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. The CDC will need to accompany the application for a Building Permit Certified Form BA1.

OR

- **Uncertified Application** – An uncertified application is where your application is made directly to the City who will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance BA3. An uncertified application must be made with a BA2 form. A Certificate of Design Compliance BA3 is not required for an uncertified building application.

13. Architectural Plans / Drawings (with scale) – The plans to be submitted must be legible and to an architectural / draftsman standard. Plans are to include the following:

- a) **Site Plan** with levels (minimum scale 1:200);
- b) **Floor Plans** (minimum scale 1:100);
- c) **Elevations** (minimum scale 1:100); and
- d) **Cross Sectional View** (minimum scale 1:50).

The plans are required to be at scales of 1:50 or 1:100 (1:200 for site plans) and not less than A4 sheet in size.

14. Specifications – A proforma or a list describing the materials and methods of construction, indicating that the dwelling will be constructed in accordance with the specifications provided and comply with the NCC / BCA and relevant Australian Standards.

15. Energy Efficiency Documentation – An Energy Efficiency Report along with stamped plans certified and signed by an accredited qualified energy assessor is required.

16. Termite Management Certificate – A Certificate from a Certified Pest Company or Inspector detailing that they have been contracted for the project and stating the materials / chemicals they will use (eg. chemical and physical barriers).

17. Structural Engineers Plans and Details (with scale) – A copy of the plans designed and endorsed (certified / signed) are to be provided from a practicing Structural Engineer. These Engineer's plans are to include the following:

- a) **Site Classification Report**;
- b) **Footing and Slab Details** (minimum scale 1:50);
- c) **Structural Beams** (minimum scale 1:50);
- d) **Roof Construction / Tie Down Details** (minimum scale 1:50);
- e) **Retaining Walls Details** (minimum scale 1:50);
- f) **Underpinning, Sheet Piling and Grout Injections to Existing Buildings** (if applicable).

For further information please access the [City of Melville's](#) website or the [Department of Mines, Industry Regulation and Safety](#) website.

Disclaimer

This fact sheet 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 forms provided and information contained within. Any reported errors will be amended.
This fact sheet is considered to be correct as at June 2020.*