

## Application for building permit – uncertified

Building Act 2011, section 14, 16  
Building Regulations 2012, regulation 4, 16

PERMIT AUTHORITY  
USE ONLY

Reference number

Permit authority

**1. Property this application relates to**

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
Volume		Folio	

Certificate of title (if known)

Local government area (if different from permit authority)

Is this lot vacant?

Yes

No

**2. Details of building work**

Project name (if any)

Description of the building(s) and building work

Main use of building(s)

Building Code of Australia (BCA) class of the building(s)

Main BCA class

- Class 1a single dwelling (including detached house, row house, terrace house, town house or villa unit)
- Class 10a (garage, carport, shed or the like)
- Class 10b (fence, mast, antenna, retaining or free standing wall, swimming pool or the like)
- Class 10c (private bushfire shelter)

Secondary BCA class (for multi-purpose buildings)

Third BCA class (for multi-purpose buildings)

Type of work

<input type="checkbox"/> New building/structure	<input type="checkbox"/> Alteration/addition	<input type="checkbox"/> Refurbishment/fit out
<input type="checkbox"/> Relocation of a building to this site	<input type="checkbox"/> Change of use/conversion	

Type of building or incidental structure (if a Class 10)

<input type="checkbox"/> Swimming pool/spa	<input type="checkbox"/> Garage	<input type="checkbox"/> Patio
<input type="checkbox"/> Carport	<input type="checkbox"/> Shed	<input type="checkbox"/> Fence/wall
<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Water tank	<input type="checkbox"/> Other

Number of dwellings relocated TO this site from another site

Type of structure

<input type="checkbox"/> Detached (free standing)	<input type="checkbox"/> Attached to another structure
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Number of residential dwellings to be created

Number of storeys of the highest building (above ground)

Number of basement storeys of the building (below ground)

Estimated value of building work (including GST)

 \$

Floor area to be created (m<sup>2</sup>)

Site (lot) area (m<sup>2</sup>)

What are the main materials used in the building work?

Floor	Exterior walls	Roof cover	Wall frame
<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick (double)	<input type="checkbox"/> Tiles	<input type="checkbox"/> Brick/block
<input type="checkbox"/> Timber	<input type="checkbox"/> Brick (veneer)	<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete/stone	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Timber
<input type="checkbox"/> Other	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Steel	<input type="checkbox"/> Steel
	<input type="checkbox"/> Timber	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Curtain glass	<input type="checkbox"/> Other	<input type="checkbox"/> Other
	<input type="checkbox"/> Steel		
	<input type="checkbox"/> Aluminium		
	<input type="checkbox"/> Other		

If 'other' please specify

Intended owner of the completed building

<input type="checkbox"/> Private sector	<input type="checkbox"/> Government sector
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Is this application for a stage of a multi-stage building project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is a performance solution to a building standard proposed for the building work?

Yes     No

### 3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building permit, please also provide forwarding details for each owner.

Owner's name

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Street address  
(provide lot number  
where street  
number is not  
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature\*

	Date
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\*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application. Owner's signature is not required for Class 1 or Class 10 buildings or incidental structures.

### 4. Builder details

Builder's name

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Type of builder	<input type="checkbox"/> Registered building contractor (provide registration number below) <input type="checkbox"/> Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below) <input type="checkbox"/> Public Authority <input type="checkbox"/> Other (building work under \$20,000, or where registered building contractor not required)	
Registration number or owner-builder approval number	Registration / approval number (if relevant)	
Builder's signature	Name (print)	
	Signature	Date

## 5. Applicant details

Who is the applicant? (Tick one box)	<input type="checkbox"/> Owner	<input type="checkbox"/> Builder	<input type="checkbox"/> Other
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If 'Other' was selected above, complete the following details:

Applicant's name				
Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb	State	Postcode	Country (if not Australia)
OR				
PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)
Email address				
Phone/fax	Phone no		Fax	

## 6. Statement by applicant

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application.
2. All consents or court orders have been obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land.

Does the proposed work encroach on other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

3. All consents or court orders have been obtained if the building work may adversely affect land beyond the boundaries of the works land.

Does the proposed work adversely affect other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

4. If the proposed building work is for a Class 1 or Class 10 building or incidental structure that includes performance solutions to building standards, details have been provided with this application.

**Provide details of each performance solution not shown on the plans and specifications.**

Applicant's  
signature

Name (print)	
Signature	Date

**CHECKLIST FOR:**

**UNCERTIFIED BUILDING PERMIT APPLICATION – DWELLING (CLASS 1A) & OUTBUILDINGS (CLASS 10); AND  
APPLICATION FOR CERTIFICATE OF DESIGN COMPLIANCE**

**PLEASE DO NOT STAPLE DOCUMENTS/FORMS BUT RATHER USE PAPER CLIPS / BULLDOG CLIPS**

I/We consent to receive communication by email (ensure email contact on BA20 / Application form) Yes  No

**1. Forms**

**N/A Yes please tick a relevant box**

- BA2 – Application for Building Permit - uncertified form completed in full & signed (owners not required)
- BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property
- Shire of Exmouth form - Application for Certificate of Design Compliance
- Septic System application form; OR, system approved (Unsewered Areas only).

**2. Information Required**

**N/A Yes please tick a relevant box**

- Owner Builders Certificate if Owner Builder (issued by WA Building Commission)
- Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)
- 6 Star Energy Efficiency Compliance Report & Stamped Plans
- Development approval - number [PA\_\_\_/\_\_\_]
- Specifications
- Water tank manufacturers engineers' specifications (if applicable)
- Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959-2009

**3. Required Plans**

**N/A Yes please tick a relevant box**

- 2 x Site Plan to Scale (minimum scale 1:200) Showing:
  - Size, Shape and position of the block; with LOT number, street names & North Point
  - Boundaries and contours or spot levels relating to Finished Floor Level [FFL]
  - Datum Point, Proposed FFLs and Finished Ground Levels [FGL]
  - Location and dimensions of existing structures, AND proposed works with setbacks
  - Extent of earthworks and retainer walls
  - Location of existing or proposed septic tanks and leach drains
  - Location and method of storm water retention/disposal
  - Proposed vehicle access and crossover
  - Location of services – sewer, power, water; AND easements (Water-Corp Approval if required)
  - Swimming pools– show isolation fencing and gates opening away from pool
- 2x Floor plan to scale (minimum scale 1:100) fully dimensioned, showing:
  - Room sizes and names of rooms
  - Window and door sizes and numbered; types and direction of opening
- 2 x Electrical plan showing lighting; smoke alarms and exhaust fans
- 2 x Elevation Drawing SCALE 1:100 showing:
  - Natural Ground Level [NGL]; FFL and FGL
  - Ridge height and pitch; ceiling height; retaining wall heights; openings numbered
- 2 x Detailed Cross Sections SCALE 1:50 showing:
  - Footings, slabs, walls, eaves, roof, insulation (method of termite treatment if required)
- 2 x Structural Engineers Certification: (Certified by a Practicing Structural Engineer)

- Site Classification Report (includes soil report & wind classification –Wind Region D)
- Details for Footings/Slab – dimensions; steel reinforcement etc.
- Walls and roof structure and bracing
- All Engineered pine roof trusses & steel trusses spans over 6m (sheds & patio’s)
- Retaining walls 1m and over in height & all twin side or concrete panel and post retaining walls

**Fees**

**UNCERTIFIED APPLICATION**

Fee Paid for Permit Authority (0.32% of value – minimum \$105.00)

Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)

BICTF Levy (0.2% of Value if greater than \$20 000) (Form to be completed or confirmation of payment)

Septic System application (\$236.00)

**APPLICATION FOR CERTIFICATE OF DESIGN COMPLIANCE (fees reviewed annually)**

Class 2 – 9 buildings within Shire of Exmouth (0.15% of value – minimum \$175.00)

Class 1 & 10 buildings outside the Shire of Exmouth (0.32% of value – minimum \$302.00)

Class 2 – 9 buildings outside the Shire of Exmouth (0.32% of value – minimum \$302.00)

**TO BE COMPLETED BY APPLICANT**

Name of person submitting the application \_\_\_\_\_

Has all information required by this checklist been provided?  Yes  No

Signature of person submitting the application \_\_\_\_\_

**Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposed will be approved.**

**DISCLAIMER**

This checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Exmouth to expedite processing of applications.

Please note that the Shire reserves the right to request additional information for specific applications.

**Please note that a full assessment of an application cannot be undertaken at the counter.**

**If an appointment to discuss your application is necessary, requests for appointments can be made by phone 9949 3000 or e-mail: [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au).**

**This publication is intended to provide general information only.**