

**Shire of Carnarvon**  
**Residential Dwelling or**  
**Dwelling Addition**  
**Information & Checklist**



**Approval:**

A building permit is always required for dwellings and /or additions to a dwelling within a Cyclone Area (Carnarvon is Wind Region D Category 2) exceptions do apply please see *Building Regulations 2012; Schedule 4 – Building work that does not require a building permit*. Planning approval or clearance and any Health approvals must be sought if needed.

**Note:**

- The Residential Design Codes of Western Australia (R-Codes) also apply to residential dwelling construction.
- Setbacks, height, maximum size, site cover etc. are determined by R-Codes and applicable local planning policy based on the zoning of the land.
- Development approval should be obtained before submitting a building permit application.

**Fees:**

There is a minimum fee of \$171.65 payable upon submission of a building permit application, consisting of a \$110.00 application fee and a \$61.65 Building Services Levy. Additional fees are payable when the estimated value of the proposed building works exceeds \$20,000.

**Checklist:**

**1. Forms, Supporting Documents & Fees Payable**

- BA2 form - Application for Building Permit Uncertified or
- BA1 form - Application for Building Permit Certified  
Refer to the Shire of Carnarvon website to find out the difference between certified and uncertified applications.
- Certificate of Design Compliance (for certified application only)
- Owner builder certificate from the Building Commission if the estimated value of building work is over \$20,000
- Certificate of Home Indemnity Insurance or Cover Note from the approved insurer (for building works valued over \$20,000 to be completed by a registered builder)
- BA20 or BA20A Form Consent from adjoining owner where proposed works may encroach or adversely affect neighbouring properties and adjoining land
- Water Corporation approval stamp
- Development Approval - Provide proof of development approval e.g. Planning Approval or Planning Comment.
- Crossover Approval - for an application for the construction of a crossover to a new dwelling please contact Infrastructure services on 9941 0000.

#### ON-SITE WASTEWATER MANAGEMENT—FOR UN-SEWERED AREAS

- Will the proposed building require a new installation of apparatus for the treatment and disposal of sewage (e.g. septic tank)?
- If so, has an **approval to install** this apparatus been applied for and granted under the *Health (Miscellaneous Provisions) Act 1911*. Such approval is required before a building permit may be issued.
- Will the proposed building require the existing apparatus for the treatment or disposal of sewage to be modified?
- If so, has approval been given under the *Health (Miscellaneous Provisions) Act 1911* for this modification?
- If no new installations or modifications are required, is the proposed building a new or replacement house or will it increase the occupant or waste water capacity (e.g. new house, house extension providing extra bedrooms, ancillary dwelling, increasing occupant capacity of commercial building)?
- If so, provide an **“as constructed”** plan of the current on-site waste water treatment system and specify the setback distances and full system details (e.g. sizes and types of septic tank and leach drains) to demonstrate that the existing system is suitable. In some cases, an on-site system check will be required to locate and check the capacity of the current installation and produce an ‘as constructed’. This will also allow the condition of the system to be checked.

- Bushfire Attack Level Assessment (where applicable)

[Below is a link to the Map of Bushfire Prone Areas](#)

<http://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

If any part of your property is within the PINK area it will require a BAL assessment. This applies to Class 1, 2 & 3 buildings (conditions apply) please consult a building surveyor for further information.

**\*\*Currently the Shire of Carnarvon does not have any trained Bushfire Consultants on staff, please follow this link to help find a provider if required.**

[https://connect.fpaa.com.au/Connect/Provider/Provider\\_of\\_choice.aspx](https://connect.fpaa.com.au/Connect/Provider/Provider_of_choice.aspx)

**Please note this is a search for providers in your area, when searching for a Bushfire Consultant, please select Bushfire Consultants (BPAD) as well as any other required search fields\*\***

- All fees are payable at the time of lodging the application

## 2. Plans

General note: A complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

- Site Plan (minimum scale 1:200)**
  - Clearly indicate all property boundaries, boundary dimensions and existing buildings
  - A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor)
  - Clearly indicate the distance from the existing buildings and property boundaries to the proposed building
  - Show the proposed finished floor level of the new building
  - Existing ground level and proposed finished floor and ground levels
  - Height and extent of any proposed earthworks
  - Location of existing sewer and stormwater drains and/or easements
  - Approved 'as proposed' or the actual 'as constructed' plan of on-site wastewater treatment and disposal systems — refer to the checklist on the previous page (for un-sewered areas only)
  - Locations and heights of stabilised embankments e.g. retaining wall(s)
  - North point
  - Means of stormwater disposal (soak wells/spoon drains)
  - The location of any vehicle access way, driveways or crossover located within 3 meters of the side boundary adjoining the development site
  - The ground levels of the adjoining land adjacent to the side and rear boundaries.
  
- Floor Plan (scale 1:100)**
  - All dimensions of the proposed building(s)
  - Room names
  - Location of windows and doors showing their sizes
  - Smoke detector location(s)
  - Ridge, valley, eaves line and downpipe locations
  - Position of beams, strutting beams and dimensions
  - Lintel location and size
  
- Elevations (scale 1:100)**
  - Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding & awning
  - Height of ceiling
  - Roof pitch
  - Types of materials used
  
- Cross-Sectional View (scale 1:100)**
  - Finished ground level
  - Type of subfloor structure e.g. concrete footing and slab or frame
  - Sunken areas
  - Height of ceiling
  - Roof frame details (rafter size and spacing/batten size and spacing)

### 3. **Structural Details**

General note: Your plans, details and specifications must meet the requirements of the Deemed to Satisfy provisions of the BCA. Alternatively, when required by the Building Surveyor, a complete set of detailed calculations of the stresses and detailed drawings covering the structural members. These details are to have been stamped or signed with an original signature in ink.

- Site Classification Report**
  - Site soil classification provided by a structural engineer; or
  - Statutory declaration of knowledge of soil profile and include tails of site investigation method taken to determine soil class as per AS2870-2010
  
- Footing and Slab Details**
  - Concrete specifications
  - Footing dimensions
  - Slab thickness
  - Reinforcement and waterproof membrane size and location
  
- Structural Beams**
  - All 'T' lintels are sized and certified by a structural engineer
  - All structural beams not adhering with the Deemed to Satisfy of the BCA or Manufacturing Guide are to be certified by a structural engineer
  
- Wall Frame Details**
  - Masonry
    - Masonry construction to comply with AS3700 and /or AS4773
  - Timber
    - If prefabricated wall frame certification required
    - Timber size for top & bottom plate, wall studs and spacing
    - Framing hold down, bracing and connection details
    - Lintel sizes over openings
  - Steel
    - Any steel structure not covered under the BCA is to be certified by a structural engineer. Signed original copy of the documentation to be submitted.
    - All member sizes and spacing, frame hold down, bracing and connection details.
  - Other Construction Type
    - Wall frame certification from the manufacturer or structural engineer is required
  
- Roof Frame Details**
  - Conventional timber-framed to comply with AS1684
  - Strutting beam layout showings sizes of spans and sources of information
  - Roof truss certificate (design criteria) from the manufacturer (truss roof only)
  
- Two Storeys / Elevated Construction**
  - All structural elements
  - Stairs and balustrade/handrail details

#### 4. Specifications and Addenda

- Specifications**
  - Waterproofing details
  - Wall tie details: type and location (spacing)
  - Lintel schedule (Lintels shown on plans but not specified in the Australian Standards' table must be signed off by a structural engineer)
  - Cavity weep/ventilation holes
  
- Addenda**

#### 5. Termite Management

- Details of Termite Management system** if the primary building elements are subject to termite attack

#### 6. Energy Efficiency

- Details of Energy Efficiency Compliance**
  - Elemental Provisions check sheet or Energy Rating report to verify compliance with energy efficiency requirements details in the applicable Building Code of Australia Volume Two

<http://www.commerce.wa.gov.au/building-commission/energy-efficiency-residential-buildings>

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the plans as to whether more details will be required to be submitted to achieve the performance requirements relating to the relevant parts of the National Construction Code and the Western Australia Building Act 2011.

#### **Disclaimer**

This publication has been prepared by the Shire of Carnarvon in good faith as a service to its residents. The material in this document is intended to provide general information only to help you understand the rules and regulations. While we aim to keep the content of this document current and accurate, we accept no responsibility for any ramifications or repercussions of providing this information. Please contact the Shire of Carnarvon if you wish to comment on the sheets provided and the information contained within. Any reported errors will be amended.