

REQUIRED PLANS & DOCUMENTS

PLEASE NOTE: This document is intended as a **guide only** to assist in your application.

Information Required:		Completed / Noted
1.	Relevant Western Australia Department of Mines, Industry, Regulation & Safety Building Application Form completed and signed.	
2.	Certificate of Design Compliance issued by a private Building Surveyor	
3.	Owner builders Certificate if Owner builder (issued by WA Building Commission).	
3.	Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000).	
4.	Planning approval - number (If required).	
5.	Water tank manufacturer's engineers specifications (if applicable).	
6.	Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959-2009	
Associated Fees:		
6.	Fee Paid for Permit Authority (0.19% of value – minimum \$97.70)	
7.	Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)	
8.	CTF Levy Provide copy of receipt (applicant to pay via https://ctf.wa.gov.au/)	
9.	Septic System application (\$236.00) to paid and applied for via the Shire.	
Required Plans:		
10.	All Drawings & Documentation listed on the Certificate of Design Compliance provided by the Private Building Surveyor	
11.	Water Corporation Approved plans if required	

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The Shire of Shire of Derby West Kimberley encourages you to seek professional advice before acting on any information contained within this document. Please contact the Shire of Shire of Derby West Kimberley if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.

The Shire of Derby West Kimberley recognises and thanks the Shire of Broome for its assistance in the preparation of this Information Sheet.

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