

## 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 <a href="#">Building Application Form</a> completed and signed	
2.	Owner builders Certificate if Owner builder (issued by WA Building Commission)	
3.	Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)	
4.	6 Star Energy Efficiency Compliance Report & Stamped Plans	
5.	Planning approval - number	
6.	Specifications	
7.	Water tank manufacturers engineers specifications (if applicable)	
8.	Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959-	
<b>Associated Fees:</b>		
9.	Fee Paid Permit Authority 0.32% of value – minimum \$105.00	
10.	Fee Paid Building Services Levy (\$45,000 or less) - minimum \$61.65; or Fee Paid Building Services Levy (over \$45,000) - 0.137% of value of building work	
11.	CTF Levy Provide copy of receipt (applicant will need to pay via <a href="https://ctf.wa.gov.au">https://ctf.wa.gov.au</a> )	
12.	Septic System application (\$236.00) to the Department of Health via the Shire (if applicable).	
<b>Required Plans:</b>		
13.	<b>General</b> One (1) 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.	
14.	<b>Site Plan (minimum scale 1:200)</b> The site plan is to clearly indicate the following information: <ul style="list-style-type: none"> <li>All property boundaries, boundary dimensions and existing buildings.</li> <li>All existing and proposed levels relative to the proposed Finished Floor Level (FFL) and any existing FFL's and a Temporary Bench Mark (TBM).</li> <li>Position of effluent disposal system (unsewered areas only).</li> <li>The distance from the property boundaries to the proposed building (Setbacks).</li> <li>Height and extent of proposed earthworks.</li> <li>Existing sewer and stormwater drains and/or easements.</li> <li>Locations and heights of stabilised embankments (e.g. retaining wall(s)).</li> <li>North point.</li> <li>Verge and road features including traffic islands crossover, trees stormwater grates &amp; services.</li> <li>The existing levels along the front boundary to the area where the cross over is to be located. Corner lots must show accurate locations of road edge, pram crossings etc. Corner lots must have the tangent point (TP) clearly marked in relation to any proposed crossovers.</li> <li>Indicate all structures (including power poles/lines) and/or buildings on adjoining lots within 3 metres of the lot boundary.</li> <li>The proposed method to be employed, to contain stormwater within the property and dispose of it to the road. Also the method to be used to stop any stormwater discharge into neighbouring lots.</li> </ul>	

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15. <b>Floor Plan (minimum scale 1:100)</b> The floor plan is to clearly indicate the following information: <ul style="list-style-type: none"> <li>• All dimensions of the proposed building(s).</li> <li>• Room names.</li> <li>• Sunken areas.</li> <li>• Location of windows and doors showing their sizes.</li> <li>• Smoke detector location(s) and any proposed ceiling fans or exhaust fans.</li> <li>• Ridge, valley, eaves line and down pipe locations.</li> </ul>	
16. <b>Elevations (scale 1:100)</b> The elevations are to clearly indicate the following information: <ul style="list-style-type: none"> <li>• Existing ground and proposed finished floor and ground levels.</li> <li>• Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning).</li> <li>• Height of eaves line and ceiling.</li> <li>• Width of eaves.</li> <li>• Roof pitch.</li> <li>• Types of materials used.</li> </ul>	
17. <b>Cross Section View (scale 1:100)</b> The Cross Section View is to clearly indicate the following information: <ul style="list-style-type: none"> <li>• Finished ground level.</li> <li>• Type of sub floor structure (e.g. concrete footing and slab or frame).</li> <li>• Sunken areas.</li> <li>• Height of ceiling.</li> <li>• Roof frame details.</li> <li>• Proposed location and type of installation.</li> </ul>	
18. <b>Details (Scale to suite)</b> <ul style="list-style-type: none"> <li>• Specific details as appropriate, to show compliance with stair construction, sound insulation, Fire Resistance Levels, wet area requirements etc.</li> </ul>	
19. <b>Specifications</b> <ul style="list-style-type: none"> <li>• One (1) complete specifications must be submitted with your application, which includes all other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.</li> </ul>	
20. <b>Energy Efficiency</b> <ul style="list-style-type: none"> <li>• As per BCA 2016 Vol. 2, Part 3.12 requirements</li> </ul>	
21. <b>Termite Management</b> <ul style="list-style-type: none"> <li>• Details of the proposed method of termite management.</li> </ul>	
22. <b>Structural Engineers Details - General</b> <ul style="list-style-type: none"> <li>• A practicing Structural Engineer must certify your plans, details and specification. The Engineer must certify that the design of the building is suitable to withstand Region C, Terrain Category 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 1.12 and the soil type found in the location;</li> <li>• The Engineer is required to specify whether cyclone shutters or screens are required.</li> </ul>	

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23.	<b>Site Report</b> <ul style="list-style-type: none"> <li>The Structural Engineer or Geotechnical Engineer is required to carry out site inspection/tests to determine the soil classification and determine the minimum earthworks and preparation required (not required if designed for Type M soils).</li> </ul>	
24.	<b>Footing and Slab Detail</b> The Structural Engineers details are to include: <ul style="list-style-type: none"> <li>Concrete specifications.</li> <li>Footing dimensions.</li> <li>Reinforcement size and waterproof membrane and location.</li> <li>Slab thickness.</li> <li>Steel sizes and or all structural timber sizes as appropriate.</li> </ul>	
25.	<b>Other Required Structural Documentation</b> <ul style="list-style-type: none"> <li>Roof truss manufacturer's plans and certification.</li> <li>Steel wall framing plans and certification.</li> <li>Glazing certification.</li> </ul>	
26.	<b>Retaining Walls</b> <ul style="list-style-type: none"> <li>Structural Engineer certified drawings and specification of materials and dimensions of the wall.</li> </ul>	

#### 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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