

Minimum Requirements for Outbuildings

NOTE THIS MUST BE COMPLETED PRIOR TO SUBMISSION OF YOUR APPLICATION OR YOUR APPLICATION MAY BE RETURNED

DESCRIPTION	FORMS	Copies Required			Office Use Only
		Sub	N/A		
FORMS	'Application for Planning Approval' Form	1			
	'Building Licence Application' Form	1			
	'Building Construction Industry Training Fund Levy' Form (where value of construction exceeds \$20,000)	1			
INDEMNITY INSURANCE (Applicable where value of contract exceeds \$20,000 and is attached to the dwelling)	1. Original Home Indemnity Insurance Certificate from approved insurer OR 2. Where applicable, Owner Builders Certificate (if construction value exceeds \$20,000). This can be obtained by contacting the Builders Registration Board on 9476 1200 or at www.brb.org.au	1			
FEES					
FEES (All fees are required to be paid at lodgement of application)	For a complete list of fees relevant to the financial year, please consult the 'Development Services Fees & Charges' guide (available on request) or contact Development Services on (08) 90 710 676	1			
ARCHITECTURAL PLANS					
REQUIRED NUMBER OF PLANS	Two (2) complete sets of plans drawn in draftsman-like manner, preferably in the formats following; <ol style="list-style-type: none"> a. one (1) set at full size; b. one (1) set scaled to fit onto A3; and c. where possible, one (1) electronic version Applicants are advised that applications and / or plans showing incomplete, insufficient or illegible details will not be processed and will be returned at the discretion of Shire officers	2			
WATER CORPORATION	The site plan must be approved by the Water Corporation and lodged with the application	1			
SITE PLAN (Must be drawn to a minimum scale of 1:200, preferably 1:100)	Two (2) site plans drawn in a draftsman-like manner showing; <ol style="list-style-type: none"> 1. New and existing construction (clearly defined); 2. Street name, lot and house number; 3. North point, a datum point, contours, spot levels; 4. All property boundaries and boundary/dimensions and the lot area; 5. Existing Natural Ground Levels (NGL) and Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 6. Retaining walls and stabilised embankments – locations and heights (levels top and bottom); 7. Height and extent of proposed earthworks; 8. Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features; 	2			



<p>SITE PLAN CONTINUED...</p>	<p>9. Existing vehicular access or proposed vehicular access and new or amended crossover;</p> <p>10. Measurements from all structures and buildings on the lot and property boundaries to the proposed structure;</p> <p>11. Position of 'Building Envelope' (if applicable) and the setbacks of the Building Envelope from the property boundaries (a separate detailed site survey of the Building Envelope is to be supplied where necessary);</p> <p>12. Location and method of stormwater disposal complying with Shire of Esperance requirements;</p> <p>13. Exact location of sewer connection point or position of effluent disposal system (unsewered areas), any easements, any piped service traversing the site; and</p> <p>14. All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by the proposed development</p> <p>Note: You will be required to supply a current Contour and Feature Survey Diagram by a certified licensed Land Surveyor if the above information is not provided</p>				
<p>FLOOR PLAN (Scale 1:100)</p>	<p>Two (2) copies of the floor plan drawn in a draftsman-like manner showing;</p> <ol style="list-style-type: none"> 1. New and existing construction to be clearly defined; 2. Internal layout with dimensions of the proposed building; 3. Location of windows and doors showing their sizes; and 4. Roofline, ridge, valley, eaves line and downpipe locations 	<p>2</p>			
<p>ELEVATIONS (Scale 1:100)</p>	<p>Two (2) copies of elevation plans drawn in a draftsman-like manner showing;</p> <ol style="list-style-type: none"> 1. Proposed finished floor levels (including sunken areas); 2. Existing Natural Ground Levels (NGL), Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 3. Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding or awning; 4. Height of ceiling; 5. Height to top of walls, ridge and roof pitch; 6. Name and type of building material to be used; and 7. Each elevation clearly labelled as North, South, West and East 	<p>2</p>			
<p>CROSS SECTIONAL DETAILS (Must be drawn to a minimum scale of 1:100, preferably 1:50)</p>	<p>Two (2) copies of cross section plans drawn in a draftsman-like manner showing;</p> <ol style="list-style-type: none"> 1. One or more transverse or longitudinal section; 2. Existing Natural Ground Levels (NGL), Finished Floor Levels (FFL) of proposed buildings and Proposed Ground Level (PGL); 3. Flooring details (i.e. concrete footing and slab or timber/metal framed); 4. Roof frame details (including types of materials and sizes used); 5. Wall frame details (including types of materials and sizes used); 6. Type of subfloor structure e.g. concrete footing and slab or timber/metal framed; and 7. Stair and balustrade sectional details where applicable 	<p>2</p>			

DOCUMENTATION

SPECIFICATIONS	1. 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 (BCA)	2			
TERMITE TREATMENT	1. Acceptable Termite Barriers as required by the Building Code of Australia and AS 3660.1 Termite management Part 1: New building Work. Please confirm in writing the method to be used to provide this barrier where applicable	1			
ENGINEERING					
ENGINEERED DETAILS	Note: Your plans, details and specifications may be required to be certified by a Practicing Structural Engineer. The engineer's signature, name and qualifications are to be indicated in original wet ink on all documents.	2			
SITE REPORT (Masonry walls only)	1. As per the BCA, the Structural Engineer or Geotechnical Engineer is required to carry out a site inspection and tests (Geotechnical Report) to determine the soil classification and determine the minimum earthworks and preparation required; and 2. Recommendations for earthworks, foundations and drainage	2			
FOOTING AND SLAB DETAIL	1. Concrete specifications; 2. Footing dimensions; 3. Reinforcement size including re-entrant bars and waterproof membrane location; and 4. Slab thickness	2			
STRUCTURE	1. If the proposed outbuilding is to be of steel construction, then Structural Engineer certified details are to be provided; and 2. Certificate from truss manufacture stating compliance with the Building Code of Australia and Australian Standards	2			
RETAINING WALL	1. Plans (including cross-section, elevation and site showing spot levels) and specifications of materials to be used; 1. Show existing and proposed finished ground levels; 2. Footings; 3. Wall thickness; 4. Profile and structural components; 5. Provision for drainage; and 6. Details of any surcharge or superimposed loads	2			
Note this document is a guide only to the information required for a building licence application. Further information may be required upon assessment of your application.					

DECLARATION BY APPLICANT

I have read and completed the above checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that failure on my part to provide all information required by this checklist will result in the Shire not proceeding with the processing of my application until the required documentation is provided in full.

SIGNED: _____

DATE: _____

NAME (PRINTED): _____