

Minimum Requirements for Park Homes and Ridged Annexes

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

DESCRIPTION	NOTES	Copies Required	Sub	N/A	Office Use Only
FORMS	'Application for Planning Approval' Form	1			
	'Building Licence Application' Form	1			
	Written approval from the proprietor of the Caravan Park giving approval for the development	1			
	'Energy Efficiency Conformance' checklist or First Rate energy efficiency report	2			
	'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 a habitable building)	1. Original copy of 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 DRAWING					
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 <i>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</i>	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. North point, a datum point, contours, spot levels; 3. All caravan park boundary dimensions including the lot area and all existing park homes, caravan sites and roads within the park; 4. All site boundary dimensions for the allocated park home area including all existing buildings on the site and finished floor levels; 5. Existing Natural Ground Levels (NGL) and Finished Floor Levels (FFL) of proposed structures and Proposed Ground Level (PGL); 6. Retaining walls and stabilised embankments – locations and heights (levels top and bottom); 7. Measurements from all structures and buildings on the lot and property boundaries to the proposed structure; 8. Location and method of stormwater disposal complying with Shire of Esperance requirements; and 9. All structures and/or buildings on adjoining caravan park sites 	2			

SITE PLAN CONTINUED	<p>including exact distances from the proposed structure and the finished floor levels</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>				
FLOOR PLAN (Scale 1:100)	<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 structures clearly showing sunken areas; 3. Room names (e.g. kitchen, bedroom, bathroom etc.); 4. Wall materials and thickness; 5. Details of all sanitary fixtures, fittings, floor wastes and exhaust fan systems in bathrooms, kitchens and water closets; 6. Smoke detector locations; 7. Location of windows and doors showing their sizes; 8. Roofline, ridge, valley, eaves line and downpipe locations; and 9. Roof beam and lintel layout (including types of material and sizes) 	2			
ELEVATIONS (Scale 1:100)	<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 	2			
CROSS SECTIONAL DETAILS (Must be drawn to a minimum scale of 1:100, preferably 1:50)	<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. Chassis, axle & wheels; 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. timber or metal framed; and 7. Stair and balustrade sectional details where applicable 	2			
DOCUMENTATION					
SPECIFICATIONS	<ol style="list-style-type: none"> 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); and 2. Demonstrate how the annexe is attached to a caravan which 	2			

	has walls and a roof and can be assembled or dismantled within 24 hours by no more than 2 people.				
CERTIFICATES OF COMPLIANCE	Provide a copy of a certificate of compliance signed and dated by a builder registered under the <i>Builders Registration Act 1939</i> stating: 1. That the builder has built / supervised the building of the structure; 2. That the building has been constructed in accordance with the requirements of the BCA as applicable; and 3. The year in which the park home was constructed and the name of the person who constructed the park home	1			
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 Practising Structural Engineer. The engineer's signature, name and qualifications are to be indicated in original wet ink on all documents.	2			
SITE REPORT	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			
STRUCTURAL CERTIFICATION	1. Park home or rigid annexe is assembled in accordance with the instructions provided with the park home or rigid annexe, the park home will be structurally adequate in accordance with the BCA. 2. That the Park home design of the chassis, axles and wheels of the park home, or each component of the park home, are adequate structurally to be drawn by another vehicle without structural alteration or damage to the park home. 3. The annexe will be structurally sound if assembled in accordance with the instructions provided with the annexe.	2			
ENERGY & WATER EFFICIENCY					
ENERGY EFFICIENCY	1. Certificate from an accredited house energy rating assessor stating compliance with the BCA energy efficiency provisions or 2. BCA Energy Efficiency Check Sheet – Part 3.12 (complete in full), which details compliance with the Energy Efficiency provisions. Please also submit a window calculation worksheet and show the Breeze Path flow on a separate floor plan (ground and upper levels)	2			
WESTERN AUSTRALIAN GOVERNMENT 5 STAR PLUS	1. Compliance with the Western Australian Government 5 Star Plus Standards for Class 1 buildings is required in accordance	2			

Building Licence Application Number: _____ Assessment No: _____



	with the Building Regulations 1989 Part 10A – Hot Water and Water Use.				
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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): _____