

# Customer Checklist - Relocated Secondhand Buildings

Please complete this checklist fully to ensure that you have provided all the necessary documentation.

It is advisable that you provide this checklist with your application for a Building Permit.

Documentation is required to be submitted as PDF's via email to [building@esperance.wa.gov.au](mailto:building@esperance.wa.gov.au)

Reviewed: May 2025

Customer Checklist - Relocated Secondhand Buildings

CHECK 0007

## Application and Important Considerations

Address of Works			
Description of Works			
Planning Approval Number		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Health Approval	Required for wastewater systems	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Water Corporation Approval	Required when building in the vicinity of mains water or sewer	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Value of Works	Works valued over \$20,000 required a Registered Builder or Owner Builder approval	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Application Form Fully Completed	Application for building permit BA1 or BA2	Yes <input type="checkbox"/>	
Show Positions of Existing Septic Tank	Clearly show that this will not be within 1.2m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Show Positions of Any Existing Soak Wells and/or Leach Drains	Clearly shown that these will not be within 1.8m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Adverse Affect	Does the proposal affect other land? If work adversely affects or encroaches on other land, neighbouring landowners must view the proposed plans, sign them, and complete a BA20 form	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

## Plans and Documentation

Original Building Permit	Copy of original Building Permit with approved plans and specifications (approval is easier if you can obtain this)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Current use of the building	Relocated building must be for the same use, if not more details will be required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Geotechnical/Site Classification Report	Must be provided for a dwelling	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wind Rating	Existing property and proposed site – new site wind speed must be similar to previous site wind speed – or additional critical connections may be required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Structural Engineers Report	Report of the existing building and any remedial work required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
New Footings Detailed	Engineer design required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Asbestos	Asbestos present? - buildings constructed pre-1989 will generally contain asbestos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	All asbestos must be removed prior to transport to site	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Licensed Asbestos Holder required – provide <ul style="list-style-type: none"> <li>Asbestos Licence number; and</li> <li>Written approval from contractor</li> </ul>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Wall Cladding Replacement	Provide details of new wall cladding (when asbestos removed)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Photographs of Building	External elevations required, and internal areas if possible	Yes <input type="checkbox"/>	
Site Plan	Proposed position on new site	Yes <input type="checkbox"/>	
	Distances to boundaries and other buildings on site	Yes <input type="checkbox"/>	
	Contours and/or spot levels	Yes <input type="checkbox"/>	

Termite Protection	North arrow	Yes <input type="checkbox"/>	
	Soak wells	Yes <input type="checkbox"/>	
	Rainwater tanks	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Positions of septic tanks and leach drains	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Termite management details required for timber framed buildings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Bushfire Prone Area	Applicable for a Dwelling	Yes <input type="checkbox"/>
	Bushfire Attack Level (BAL) report and certificate required	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Construction details showing compliance with AS3959-2009	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

### Stormwater

Stormwater Management	Downpipes and stormwater disposal shown – allow 1m <sup>3</sup> per 100m <sup>2</sup> of roof area	Yes <input type="checkbox"/>	
Stormwater Positions	Ensure soak well is a minimum of 1.8m from leach drain, footing, or boundary, and 1.2 m from septic tank	Yes <input type="checkbox"/>	
Rainwater Tank	Is a rainwater tank proposed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			

### Rainwater Tanks

Specifications and Engineering Certification Provided for Proposed Rainwater Tanks	Tanks over 5,000L require a Building Permit	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Water Tank Overflow details		Yes <input type="checkbox"/>	
Comments			

### Fire Safety

Dwelling Smoke Alarms	Locations shown, will also need to be interconnected at installation	Yes <input type="checkbox"/>
Comments		

Safe Movement and Access

Stair Construction	Risers and goings detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Balustrades and Handrails	Balustrades detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Handrails detailed	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

NOTE: If you are proposing any additions or alterations, or changing the use of the building, you are advised complete the New Dwelling and Additions Customer Checklist also.

Links to Helpful Information

The Building Code can be accessed and downloaded free of charge by visiting [National Construction Code | NCC \(abcb.gov.au\)](#)

