

Customer Checklist – Retaining Walls, Decks, Stairs and Water Tanks

Reviewed: May 2025

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 via email to building@esperance.wa.gov.au

Customer Checklist – Retaining Walls, Decks, Stairs and Water Tanks

Application and Important Considerations

Address of Works	<input type="text"/>		
Description of Works	<input type="text"/>		
Planning Approval Number	<input type="text"/>	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"/>	No <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 show that these will not be within 1.8m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Retaining Walls	Engineer certification provided	Yes <input type="checkbox"/>	
Decks	Engineer certification provided	Yes <input type="checkbox"/>	
Staircase	Engineer certification provided	Yes <input type="checkbox"/>	
Glass Balustrade	Engineer certification provided	Yes <input type="checkbox"/>	
Water Tanks	Engineer certification provided	Yes <input type="checkbox"/>	
Structural Engineering Plans	Engineering plans provided	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	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FORM 0006



view the proposed plans, and fully complete a BA20 form		
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Comments

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Plans and Documentation

Architectural Plans

Professionally drawn architectural plans provided, or must be drawn to an architectural standard
 All plans must be drawn to scale.
 All plans must have a title block showing:

- Address, Author, Date, and Scale

Site Plan

Distances to boundaries and existing buildings	Yes <input type="checkbox"/>
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Positions of septic tanks and leach drains	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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Contours and/or spot levels	Yes <input type="checkbox"/>
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Minimum N3 wind rating specified or calculation for lower wind rating provided	Yes <input type="checkbox"/>
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Floor Plan

Showing all dimensions	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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Elevations

Showing natural contours, earthworks and/or cut and fill	Yes <input type="checkbox"/>
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Cross Sections

Footings All critical connection details	Yes <input type="checkbox"/>
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Comments

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Decks

Deck Layout Shown

	Yes <input type="checkbox"/>
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Joists and Bearers Detailed

	Yes <input type="checkbox"/>
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Stumps and Footings Detailed

	Yes <input type="checkbox"/>
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Decking Type Specified

	Yes <input type="checkbox"/>
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Distance Ground Level to Deck Level Shown

	Yes <input type="checkbox"/>
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Critical Connection Details		Yes <input type="checkbox"/>	
Corrosion Resistance for Fixings Provided	Required if within 1km of ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Timber Hazard Level Specified		Yes <input type="checkbox"/>	
Bushfire Resistant Timber	Required if deck addition is to a BAL constructed dwelling	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Termite Protection Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Balustrades and Fixings Detailed	Required if deck exceeds 1m from ground level	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Glass Balustrades and Fixings	Requires engineering certification	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Deck Bracing Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Stairs and Landings

Stair Layout Shown		Yes <input type="checkbox"/>	
Risers and Goings Detailed		Yes <input type="checkbox"/>	
Slip Resistance Detailed		Yes <input type="checkbox"/>	
Balustrades and Fixings Detailed		Yes <input type="checkbox"/>	
Glass Balustrades and Fixings	Require engineering certification	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Handrails and Fixings Detailed		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Posts and Footings Detailed		Yes <input type="checkbox"/>	
Critical Connection Details		Yes <input type="checkbox"/>	
Corrosion Resistance for Fixings Provided	Required if within 1km of ocean	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Timber Hazard Level Specified		Yes <input type="checkbox"/>	



Bushfire Resistant Timber	Required if stair addition is to a BAL constructed dwelling	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Member Sizes of Existing and Additional Supports and/or Connections to Landing Detailed	Engineering certification may be required	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Termite Protection Details		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Stair and Landing Design Must Show Evidence of Compliance with the National Construction Code by one or more of the following methods:	Manufacturers specifications and installation details; and/or	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	specific design certified by a Structural Engineer; and/or	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Details drawn showing compliance with the National Construction Code	Yes <input type="checkbox"/>	N/A <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"/>
Adequate Distance from Boundary	BA20 form provided if position affects other land	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments			

Retaining Walls

Engineer Certified Plans Provided		Yes <input type="checkbox"/>	
Designed for Surcharge?		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Ground Level to Height of Wall Shown		Yes <input type="checkbox"/>	
Safety from Falling on an Access Path	Required where retaining wall exceeds 1m	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>



Retaining Walls on Boundaries

BA20 form provided from each adjoining landowner may be required

Yes

N/A

Comments

Empty text box for comments.

Links to Helpful Information

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

