

# Exempt Building Work Request

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

Schedule 4 of the *Building Regulations 2012* lists circumstances where building work may not require 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: August 2025

Exempt Building Work Request

FORM 0086

Applicant Details			
Applicant Name			
Phone		Email	
Property Details			
Street Number		Lot Number	
Street Name		Suburb	
Proposed Works			
Detailed Description			
Proposed Use			
Important Considerations			
Planning Approval (DA)	Approval Number: (if no DA we can check with Planning if one is required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water Corp Approval	Required when building in the vicinity of mains water or sewer mains	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Existing Septic Tank	Clearly shown that this building will not be within 1.2m of the proposed footings	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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"/>	No <input type="checkbox"/>
Fire Separation	Less than 900mm from the boundary may require fire separation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bushfire Prone Land	Sited within 6 metres of a dwelling which has been constructed to bushfire requirements, may require bushfire construction	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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### Plans and Documentation

Site Plan	Proposed building site and any existing buildings Show:		
	Distances to existing buildings	Yes <input type="checkbox"/>	
	Distance to boundaries	Yes <input type="checkbox"/>	
	Contours/spot levels	Yes <input type="checkbox"/>	
	Positions of septic tanks and leach drains	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Positions of soak wells	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Floor Plan	Show all dimensions and internal layout	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Elevations	Show building heights and positions of windows and doors	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Scope of Works	Clarification in writing – any further information to clarify the proposal	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Photographs	Providing photographs often assists with a faster response	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			

### Building Works

Regardless, if building work is exempt from the requirement of a Building Permit, all construction must comply with the applicable building standards – National Construction Code of Australia.

**Signature** *Applicant*

**Date**

### Links to Helpful Information

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