



Front fences and retaining walls

Building permit application checklist

Submission requirements

To apply for a Building Permit, the following information would be required with your application:

FORMS

- Completed Building Permit Application Form BA1 (Certified) or BA2 (Uncertified)
- Completed BCITF Levy Form (or proof of pre-payment)
- Owner-Builder Approval from the Building Services Board (if applicable)
- Registered Builder's Details – Builder must provide registration number and sign the application form if works exceed \$20,000.

FEES

- Application fee plus associated State levies must be paid at time of lodgement of the application (refer to current financial year Building Application Fee Schedule).

PRESCRIBED INFORMATION – OTHER APPROVALS & CONSENT


- Planning Approval issued by the City of Cockburn's Statutory Planning Services for the proposed development (if applicable).
- Provide consent (Form BA20) or court order in accordance with r.16(3) of the Building Regulations 2012 if the proposed works will encroach on other land.
- Provide consent (Form BA20) or court order in accordance with r.16(3) of the Building Regulations 2012 if the proposed works is likely to adversely affect other land (required where boundary, parapet or retaining walls are proposed or for excavations up to or onto other land).
- Evidence of notification given to the Heritage Council of WA in accordance with s.20 of the Building Act 2011 and r.18 of the Building Regulations 2012.

CERTIFICATE OF DESIGN COMPLIANCE (CERTIFIED APPLICATIONS)

- Provide a Certificate of Design Compliance from a registered Building Surveyor specifying the relevant drawings and specifications for each proposed structure and confirming compliance with the Building Code of Australia (BCA) and all referenced standards.

PLANS:

CERTIFIED Applications



ONE complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible and drawn to scale in ink.

UNCERTIFIED Applications

- TWO complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible and drawn to scale in ink.

SITE PLAN (min scale 1:200)

- All property boundaries, their dimensions and existing buildings to be clearly shown
- A feature survey of the property showing a permanent datum point, contour and spot levels
- Distance from the property boundaries to the proposed building/s and distance away from other structures on the property to be clearly indicated
- The proposed finished floor level to the residence and garage / carport to be shown
- Height and extent of proposed earthworks
- Existing sewer and stormwater drains and/or easements
- Location of septic tanks if no sewer is available (refer to Other Approvals above)
- Location and height of retaining wall/s
- Clearly indicate the North point.

ELEVATIONS (min scale 1:100)

- Existing ground level at the external wall and at the boundary, as well as proposed finished floor and ground levels
- Height of proposed front fence (including pier height) or retaining wall/s
- Types of materials to be used.

CROSS SECTIONAL VIEW (min scale 1:100)

- Finished ground level
- Footing dimensions
- Connection details (i.e. how the proposed structure will be attached to the footings)
- Height of the proposed front fence (including pier height), embankment/s or retaining wall/s.

STRUCTURAL ENGINEER DETAILS

- If applicable the plans, specifications and details must be certified in blue or red ink by a practising Structural Engineer. Alternatively it must be demonstrated that the proposed works meet the requirements of the Deemed-to-Satisfy provisions of the BCA.