

INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION

PLEASE
TICK

REQUIREMENTS

1. FORMS

- Building Licence Application Form
- Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)
- Owner Builders Statutory Declaration (If value of construction exceeds \$12,000) where applicable

2. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)
Value of Construction (GST Incl.) \$_____ x $\frac{10}{11}$ x 0.35% = \$_____ (Min. fee \$40.00)
- Building Construction Industry Training Fund Levy
Value of Construction (GST Incl.) \$_____ x 0.20% = \$_____

3. PLANS

General note: Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

3.1 Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contour, spot levels and feature survey of the garage/shed area is required if the original ground level is being altered (may be required to be carried out by a Licenced Land Surveyor)
- Clearly indicate the distance from the existing buildings and property boundaries to the proposed building
- Height and extent of earthworks
- Finished floor level to existing and proposed structures
- Locations and heights of stabilised embankments e.g. retaining wall(s)
- North point
- Show verge and road features including traffic islands, crossover, trees, stormwater grates and services
- Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary

3.2 Floor Plan (scale 1:100)

- All dimensions of existing and proposed buildings
- Location of windows and doors showing their sizes
- Room names
- Ridge, valley, eaves line and downpipe locations

3.3 Elevations (scale 1:100)

- Existing and proposed finished ground level
- Location of windows and doors showing their respective sizes
- Height of ceiling
- Roof pitch
- Materials to be used

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3.4 Cross Sectional View (scale 1:100)

- Finished ground level
- Type of subfloor structure eg. concrete footing and slab or frame
- Height of Ceiling
- Roof frame details

4. SPECIFICATIONS

- Detailed specification of materials and methods of construction
- Details of proposed termite management

5. STRUCTURAL ENGINEERS DETAILS

General note: Your plans, details and specification must be certified by a Practicing Structural Engineer or alternatively, meet the requirements of the Deemed to Satisfy provisions of the BCA. **The Shire of Brookton is located within an Earthquake Zone 2 and as such buildings need to be engineered designed to meet the requirements of the BCA and Australian Standard AS 1170.4 and 3700.**

- Certification by a Practicing Structural Engineer of all drawings is required if masonry walls are used or the walls are greater than 2.4m in height

5.1 Site Report

- Site Classification as per the BCA
- Recommendations for earthworks, foundations and drainage

5.2 Footing And Slab Detail

- Concrete specifications
- Footing dimensions
- Reinforcement size and waterproof membrane and location
- Slab thickness

5.3 Structural Beams

- To avoid excessive deflection, structural beams should be designed by a Structural Engineer

5.4 Retaining Wall

- Drawing and specification of materials to be used

PLEASE NOTE. This document is intended as a **guide only** to assist in your application.