

*Office use only*  
 FILE:  
 ACTION OFFICER:  
 ACTION:  Noted  Responded

RECORD NO: \_\_\_\_\_  
 FURTHER REFERRAL:  
 ACTION OFFICER:  NOTE or RESPONSE  Already received by: \_\_\_\_\_  
 ACTION REQUIRED:  EMAIL / FAX



## APPLICATION FOR BUILDING LICENCE

*Local Government (Miscellaneous Provisions) Act 1960, s. 374  
 Building Regulations 1989, reg. 10(2)*

As the Builder or person causing or directing the undermentioned work to be executed I hereby apply for the approval of the council to the attached plans and specifications of the said work and the issue of a Building Licence for it. I understand and agree to adhere to the approved plans and any conditions or notes attached to the licence and notations on the plans.

### PROPERTY DETAILS

Lot: \_\_\_\_\_ House No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

Assessment Number: \_\_\_\_\_ Vacant Lot  Existing Building(s)

### OWNERS DETAILS

All Owners Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Po Box \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please tick box if owners name and addresses is NOT to be made available to agencies other than statutory authorities

### TYPE OF BUILDING WORKS (PLEASE TICK APPROPRIATE CLASSIFICATION)

- |                                   |                                   |                                   |                                    |
|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Class 1a | <input type="checkbox"/> Class 4  | <input type="checkbox"/> Class 7b | <input type="checkbox"/> Class 9c  |
| <input type="checkbox"/> Class 1b | <input type="checkbox"/> Class 5  | <input type="checkbox"/> Class 8  | <input type="checkbox"/> Class 10a |
| <input type="checkbox"/> Class 2  | <input type="checkbox"/> Class 6  | <input type="checkbox"/> Class 9a | <input type="checkbox"/> Class 10b |
| <input type="checkbox"/> Class 3  | <input type="checkbox"/> Class 7a | <input type="checkbox"/> Class 9b |                                    |

DESCRIPTION OF WORKS: \_\_\_\_\_

### BUILDING DETAILS

Area of Building: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Estimated date of completion: \_\_\_\_\_  
 Estimated Value of Construction Work (including GST) \_\_\_\_\_

#### WALL MATERIAL

- Veneer
- Steel Frame
- Timber Frame
- Other \_\_\_\_\_

#### FLOOR MATERIAL

- Concrete
- Timber
- Fibreglass
- Other \_\_\_\_\_

#### ROOF MATERIAL

- Tiles
- Steel Sheeting - Zinalume
- Steel Sheeting - Colour bond
- Other \_\_\_\_\_

### BUILDERS DETAILS (PLEASE STATE IF OWNER/BUILDER)

Builders Name: \_\_\_\_\_ Po Box \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Registration No. \_\_\_\_\_

Signature: \_\_\_\_\_

### CONTACT (IF OTHER THAN BUILDER)

Name in Full: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Email \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	Fees	Application Details
Building (BLD) (BLDC)	\$	Appl #:
BCITF	\$	Officer:
BRB Levy	\$	Receipt #:
<b>TOTAL</b>	\$	Date:

## HOW TO APPLY FOR A BUILDING LICENCE

### WHAT TO SUBMIT (Please use our easy to follow checklist)

Provided	Not Applicable	To Follow					
			<i>Note: Please provide <b>THREE COPIES</b> of all plans (preferably to scale not less than 1:500 for site plan and 1:100 for building detail drawings).</i>				
			<ul style="list-style-type: none"> <li>▪ <b>APPLICATION FOR PLANNING APPROVAL (IF REQUIRED).</b> Please discuss with the Planning Department should you have any queries. Should a planning consent already be in place, any outstanding conditions of approval <b>MUST</b> be addressed prior to a building licence being issued.</li> <li>▪ <b>LANDSCAPING PLAN (THREE COPIES) - IF REQUIRED UNDER PLANNING CONSENT.</b></li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>COMPLETED APPLICATION FOR BUILDING LICENCE FORM</b> (overleaf).</li> </ul>				
			<b>PLANS – THREE COPIES OF THE FOLLOWING:</b>				
			<ul style="list-style-type: none"> <li>▪ <b>SITE PLAN.</b> Showing lot details, north point, clear dimensions, any trees, existing buildings, drainage, parking and proposed building works. Show finished &amp; existing levels (spot heights &amp; contours), <u>floor levels</u> (generally minimum 400 ANGL), drainage direction.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>FLOOR PLAN.</b> Showing layout/use of building(s), all storeys, north point, construction materials, room function, window/door openings (numbered), finished &amp; natural ground levels; electrical fixtures - smoke alarms &amp; ceiling fans etc.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>ELEVATION PLANS.</b> Showing <u>All</u> elevations of all proposed buildings showing style, materials, window &amp; door openings – (numbered); ground, floor &amp; ceiling levels.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>SECTION PLAN. 1:50</b> Showing constructions details &amp; materials; insulation for the Building Code of Australia Energy Efficient requirements.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>SPECIFICATIONS.</b> Description of floor, roof, wall materials and internal finishes, falls to wet areas etc. Method of construction - <b>NOT</b> addenda.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>STRUCTURAL ENGINEERS CERTIFICATION (ORIGINAL).</b> Providing details of any footings/framing/connections &amp; <u>Roof Construction Details</u> showing truss layout, holding down etc.</li> </ul>				
			<b>OTHER REQUIREMENTS:</b>				
			<ul style="list-style-type: none"> <li>▪ <b>HOME OWNERS WARRANTY/INDEMNITY INSURANCE.</b> Required for all construction on dwellings (over \$20,000) unless owner builder.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>OWNER BUILDER STATUTORY DECLARATION.</b> Submitted and paid directly to the Builders Registration Board of WA for any owner builders with over \$20,000 in residential dwelling building works. <a href="http://www.brb.org.au">www.brb.org.au</a>. or phone 08 9476 1200.</li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>ENERGY EFFICIENCY PROVISIONS CHECKLIST/INFORMATION (IF APPLICABLE) BCA 3.12.</b></li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>CERTIFICATION FROM THE WINDOW MANUFACTURER THAT THE WINDOWS COMPLY WITH AS2047</b></li> </ul>				
			<ul style="list-style-type: none"> <li>▪ <b>FIRE SAFETY PROVISIONS. Class 2 to 9 Buildings (<u>non</u> residential).</b> Clearly mark on all plans hose reels, extinguishers (type and size), exit signs and emergency lighting.</li> </ul>				
			<b>PAYMENT:</b>				
			<ul style="list-style-type: none"> <li>▪ <b>PAYMENT OF FEES (AS APPLICABLE)</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Class 1 &amp; 10 (eg Outbuildings, Pools, Residential )</b>  <b>Class 2 to 9 (Commercial, offices, workshops)</b> </td> <td style="width: 50%; vertical-align: top;">                     total cost of building (incl. GST) x 0.35% x 10 ÷ 11                      total cost of building (incl. GST) x 0.2% x 10 ÷ 11                 </td> </tr> </table> <p style="text-align: center;"><b>NOTE: MINIMUM BUILDING FEE IS \$85.00</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>BCITF Levy (works over \$20,000)</b>  <b>BRB Levy</b> </td> <td style="width: 50%; vertical-align: top;">                     0.2% of estimated value of building works                      \$41.50 flat fee on ALL building applications                 </td> </tr> </table> </li> </ul>	<b>Class 1 &amp; 10 (eg Outbuildings, Pools, Residential )</b> <b>Class 2 to 9 (Commercial, offices, workshops)</b>	total cost of building (incl. GST) x 0.35% x 10 ÷ 11 total cost of building (incl. GST) x 0.2% x 10 ÷ 11	<b>BCITF Levy (works over \$20,000)</b> <b>BRB Levy</b>	0.2% of estimated value of building works \$41.50 flat fee on ALL building applications
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			<ul style="list-style-type: none"> <li>▪ <b>COMPLETION OF BCITF FORM.</b> For all works over \$20,000.</li> </ul>				
			<b>ADDITIONAL INFORMATION:</b>				
			<ul style="list-style-type: none"> <li>▪ <b>SEPTIC SYSTEM.</b> Applications to the Shire of Broome Health Department.</li> </ul>				
			<b>POOLS:</b>				
			<ul style="list-style-type: none"> <li>▪ For <u>private swimming pool</u> applications please ensure existing and new fencing is indicated and information provided as to dimensions/materials, structural drawings &amp; the method of discharge of pool backwash. (Backwash water is to be retained on the Lot) Showing description for pool cover/blanket to be supplied.</li> </ul>				
			<b>NOTE:</b>				
			<ul style="list-style-type: none"> <li>▪ Water Authority Approval required prior to construction, please contact Water Authority for further information.</li> </ul>				