

Information required allowing the Building Licence Application to be Assessed Residential Dwelling or Dwelling Addition – Class 1

Please note:

**Lodge this checklist with your application, with the self-check completed.
An application will only be accepted if all information is correctly supplied.**

Office Use Only	
Date Checked	
Officer	
Accept?	Yes / No

Checklist

Self check ✓ or *	Officer check ✓ or *
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1. Forms

Building Licence Application Form		
Neighbour Consultation Form (where construction within 1.0m of common boundary)		
Water Corporation Approval Stamp		
Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only)		
Owners address and contact details		

2. R Codes

Does the proposed development fully comply with the Acceptable Development provisions of the Residential Design Codes 2008? <i>If no a development application will need to be lodged. If unsure please speak to a planning officer prior to lodging your application.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure	
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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)

A full feature survey, including: <ul style="list-style-type: none"> • Clearly indicate all property boundaries, boundary dimensions and existing buildings. • A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licenced Land Surveyor). • Position of Effluent Disposal system (Unsewered Areas only). • Clearly indicate the distance from the existing buildings and property boundaries to the proposed building. • Show the proposed finished floor level of the new building. • Height and extent of proposed earthworks. • Existing Sewer and Stormwater drains and/or easements. • Locations and heights of stabilised embankments e.g. retaining wall(s). • North point. • Existing ground level and proposed finished floor and ground levels. • The location of any vehicle access way, driveways, or crossover located within 3 meters of the side boundary adjoining the development site. • The ground levels of the adjoining land adjacent to the side and rear boundaries. 		
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3.2 Floor Plan (scale 1:100)

All dimensions of the proposed building(s)		
Room names		
Sunken areas		
Location of windows and doors showing their sizes		
Smoke detector location(s)		
Ridge, valley, eaves line and downpipe locations		
Position of beams, strutting beams and dimensions		
Lintel location and size		
Means of stormwater disposal (soakwells / spondrains)		

3.3 Elevations (scale 1:100)

Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding & awning		
Height of ceiling		
Roof pitch		
Types of materials used		

3.4 Cross Sectional View (scale 1:100)

Finished ground level		
Type of subfloor structure eg. concrete footing and slab or frame		
Sunken areas		
Height of Ceiling		
Roof frame details (rafter size and spacing / batten size and spacing)		

4. Specifications and addenda (2 sets of each).

4.1 Specifications

BCA checklist for WELLS rating (if addenda are not supplied).		
Waterproofing details.		
Wall tie details.		
Lintel schedule. (Lintels shown on plans but not specified on schedule must be signed off by a structural engineer).		
Cavity weep/ventilation holes		

4.2 Addenda

Supplied.		
Not supplied. I certify that the items in the addenda will not affect the information supplied on the specifications and drawings or the provisions of the BCA and relevant Australian Standards.		

5. If proposed works are valued over \$20,000

Registered builder – Original copy of Home Indemnity Insurance Certificate from approved insurer		
Owner / Builder - Owner Builders Statutory Declaration		

6. Energy Efficiency

Details of Energy Efficiency compliance (Deemed to Satisfy Checklist or Star Rating)		
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7. Termite Management

Details of Termite Management		
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8. Structural Engineering Details

General note: Your plans, details and specification must meet the requirements of the Deemed to Satisfy provisions of the BCA. Alternatively, when required by the Building Surveyor, a complete set of detailed calculations of the stresses and detailed drawings covering the structural members. These details are to have been stamped and signed with an original signature in ink.

8.1 Site Report

Site Classification provided by a structural engineer		
Site Classification provided by builder classifier (use pro-forma document and procedure from City of Geraldton Greenough).		

8.2 Footing and Slab Detail

Concrete specifications		
Footing dimensions		

Reinforcement and waterproof membrane size and location		
Slab thickness		

8.3 Structural Beams

All 'T' lintels sized and certified by a structural engineer.		
All structural beams not adhering with the Deemed to Satisfy of the BCA or Manufacturing Guide are certified by a structural engineer.		

8.4 Retaining Wall

Drawing and specification of materials to be used. If walls over 500mm Structural Engineers Certification.		
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8.5 Two Storey Construction

All structural elements.		
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8.6 Roof Trusses

Roof truss certificate (design criteria) from manufacturer.		
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8.7 Stick Roofs (AS 1684.2)

Strutting beam layout showing sizes of spans and source of information.		
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The details provided on this checklist sheet are true and correctly reflect the information submitted for the building licence.

Signature

Builder or Representative

Contact

Date

Position