



TRIM Reference: \_\_\_\_\_

## REQUEST FOR QUOTATION

- Certificate of Design Compliance      Application No: \_\_\_\_\_
- Certificate of Construction Compliance
- Certificate of Building Compliance
- Bushfire Attack Level Assessment

In order to satisfy the City of Greater Geraldton, you must fill out Part 1.  
Part 2 of this form is optional.

### PART 1

#### PROPERTY DETAILS

Lot Number: \_\_\_\_\_ Street Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

#### OWNERS DETAILS

Owner's Name: \_\_\_\_\_

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

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

#### PROJECT DETAILS

Main Use of building and classification: \_\_\_\_\_

Secondary use of building & classification(s): \_\_\_\_\_

#### APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/Postcode: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact No: \_\_\_\_\_

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



## NOTE

A Certificate of Design Compliance Does not give you permission to commence building work. You must submit an application for Building Permit – Certified, and obtain a Building Permit from the City of Greater Geraldton before commencing any building work. Failure to do so may contravene certain provisions of the Building Act and result in legal action being taken.

## PART 2

### REQUEST FOR BUILDING PERMIT LODGEMENT

(Option for building proposals within the district of the City of Greater Geraldton)

I have attached a completed **application for Building Permit (Form BA1) - Certified**

Once the City of Greater Geraldton’s Registered Building Surveyor has issued a Certificate of Design Compliance, please lodge on my behalf, the attached “Application for Building Permit – CERTIFIED”, with the City of Greater Geraldton.

Name: \_\_\_\_\_

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

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

#### PLEASE NOTE: by signing the above, you acknowledge:

1. The application for building permit will not be **“made”** by the City of Greater Geraldton as being received until such time as the Certificate of Design Compliance has been issued.
2. You are aware that the ten (10) business days’ time period that the City of Greater Geraldton is required to determine the application for a Building Permit will not commence until such time that the City has issued the Certificate of Design compliance.
3. Fees will be charged out at \$176.00 per hour / or as quoted for this service.

## OFFICE USE

Part 1 and 2 completed by applicant:	
Electronic Acknowledgement of acceptance for Certificate of Design Compliance given to applicant:	

## CERTIFICATE OF DESIGN COMPLIANCE CHECKLIST

Classes 2-9

Commercial Buildings

The following checklist indicates the minimum documentation that is required to be submitted as part of an Application for Certificate of Design Compliance. For the Application to be accepted by the City, the below information must be provided. Incomplete applications will be returned to the applicant. Further information may be required after the initial assessment by the Building Surveyor to determine compliance. For enquiries relating to application requirements and the building approval process please contact Council's Building Assessment Department on (08) 9956 6600 or by email at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

Lot No: \_\_\_\_\_ Street Address: \_\_\_\_\_

REQUIRED		APPLICANT	ACCEPTING OFFICER
<p><b>PLEASE NOTE:</b> for new buildings and additions to existing buildings of classes 2-9, the requirements may vary dependent upon the size of building, size of the fire compartments and the classification of the Building.</p>			
1	<p><b>Planning Approval has been obtained</b>  <b>YES</b> – Please provide approval number: _____  <b>NO</b> – Proposal discussed with Planning Officer: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p><b>Certificate of Design Compliance Application Form completed in full</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p><b>Genuine Cost of Works</b>  Please Note: the commercial construction value that is required to be provided is defined as below in accordance with the Building Regulations 2012 Schedule 1:  <i>“where the construction works is carried out other than under a contract or under a contract the contract price for which does not include value for each of the following components, the estimated value of the construction work shall be the sum of the value of all goods (including manufactured goods) forming part of the construction work, labour, services necessary, fees payable, overheads to be met and profit margin”.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

4	<p><b>Fees Payable</b>  <b>Certificate of Design Compliance Application Form:</b>  <b>Min fee \$176.00</b>          \$176.00 / per hour</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><b>Fire and Emergency Services Authority</b>          A set of the plans must be submitted to FESA, who will after examination make written comment with regards to the FESA operational requirements and the Building Code of Australia. FESA will forward a copy of their comments to the Building Surveyor, this is a statutory requirement in accordance with the Building Regulations 2012 and until the comments are received, the building licence will not be issued.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p><b>Site Plan</b> (2 Sets) to a minimum scale of 1:200 or 1:500 must be provided showing all proposed and existing structures as well as all relevant setbacks, street furniture i.e. light poles, north point, cross over, driveway, site datum, sport levels, contours levels and finished floor levels.</p>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p><b>Floor Plan</b> (2 Sets) to a minimum scale of 1:100 must be provided showing layout, north point, room function, window and door openings, clear dimensions, disabled access and electrical fixtures such as hard wired smoke detectors, exit signage, emergency lighting, fire services ie hose reels, extinguishers etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p><b>External Elevations</b> (2 Sets) to a minimum scale of 1:100 must be provided showing materials, window and door openings (including cyclone screens if applicable), ground, floor and ceiling levels and details of disabled access etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p><b>Section View/s</b> (2 sets) must be provided to a minimum scale of 1:20 showing construction details such as materials and insulation requirements, plaster board etc. as well as dimensions etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p><b>Structural Engineers Drawings</b> – Two (2) copies of all structural drawings are to be provided.  <b>All structural drawings must be signed and certified by a practising certified structural engineer.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

All elements of the building including footings, slab, wall framing, roof framing, floor framing, connections etc. must be provided.

The structural engineers certified details must also state the below criteria as a minimum. Please note the below criteria may be subject to change in accordance with Building Code of Australia and Australian Standards etc. dependent upon the type of works, location etc.

- General Criteria:
  - Region:
  - Terrain Category:
  - Building Importance Level
  - Site Classification – Must be as per the provided site classification.
- Wind Speeds:
- Earthquake:
- Glazed Assemblies:
- Cyclone Screens / internal Coefficients:
- Low high low (roof Assemblies)

11	<p><b>Certificate of Site Classification (2 Sets) are to be provided</b></p> <p>A copy of a Certificate of Site Classification (soil report) is to be provided by a suitable qualified person showing test pit\bore hole locations and depths as well as laboratory results (if applicable) in accordance with BCA Vol 1 Part B</p>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Access and Facilities for People with Disabilities</b></p> <p>Access and facilities or people with disabilities may be required dependent upon the specific classification of the building. Please find below a list of common requirements, which must be shown on the documentation submitted for Building Licence Approval.</p> <ul style="list-style-type: none"> <li>• Sanitary Facilities – Internal elevations and layouts fully dimensioned;</li> <li>• Widths of doors, egress paths and paths of access;</li> <li>• Circulation space(s);</li> <li>• Ramps/landings/gradients;</li> <li>• Tactile ground indicators (where applicable).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

13	<p><b>Fire Services</b> for example hydrants, hose reels, sprinklers etc may be required dependent upon the specific classification and size of the building. Please find below a list of common requirements, which must be shown on the documentation submitted for Building Licence Approval.</p> <ul style="list-style-type: none"> <li>• Water flow and pressure testing;</li> <li>• Details of the type of fire service i.e. single or dual fire hydrant risers;</li> <li>• Locations for the fire services i.e. fire hose reels;</li> <li>• Fire extinguisher locations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p><b>Energy Efficiency</b> (2 Sets) are to be provided. For buildings that contain conditioned spaces as defined by the Building Code of Australia, an energy efficiency report is required to demonstrate compliance with BCA Vol 1 Part J</p>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p><b>Termite Barrier</b> (2 Sets) are to be provided. A copy of the nominated termite barrier details are to be provided as per BCA Vol 2 Part 3.1.3 (if applicable) it is however recommended by the City that a termite barrier be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
16	<p><b>Septic Tank Approval</b></p> <p>Septic tank approval may be required dependant on if the proposed works can or cannot be connected to deep sewer. A check can be made by calling Water Corp on 13 13 95.</p>	<input type="checkbox"/>	<input type="checkbox"/>

**Application Declaration**

I acknowledge that if the above required information has not been provided, my application will not be accepted for lodgement.

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

**Accepting Officer Declaration**

I verify the above information has been provided and recommended acceptance of the application.

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

Officer's Name: \_\_\_\_\_

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