



## SHIRE OF HARVEY

<b>BA1 APPLICATION FOR BUILDING PERMIT - CERTIFIED CHECK SHEET</b>	<b>CLASS 2 - 9</b>
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**Class 2-9** - The BCA classifies buildings by the purpose for which they are designed, constructed or adapted to be used. A building may attract a number of classes and be described as a mixed use building.

Attached ✓	INFORMATION REQUIRED
<input type="checkbox"/>	<p><b>Form BA1</b> = Certified Building Application and <b>BA3</b> = Certificate of Design Compliance (issued by a private Registered Building Surveyor Contractor). All the plans and documents listed on the CDC must be submitted with the application.</p> <p>Forms and Guides Info via Building Commission link - <a href="https://www.commerce.wa.gov.au/building-commission/building-approval-forms-0">https://www.commerce.wa.gov.au/building-commission/building-approval-forms-0</a></p>
<input type="checkbox"/>	<p><b>Builder's registration details</b> (required if estimated construction value is over \$20,000).</p>
<input type="checkbox"/>	<p><b>2 detailed hard copies (not electronic) of:</b></p> <ul style="list-style-type: none"> <li>• Scale Drawings; 1:200 Site Plan including levels = FFL and FGL, 1:20 Sectionals, 1:100 Elevations.</li> <li>• Specifications.</li> <li>• Engineered details (footing, slab, wall and roof).</li> <li>• Site classification (soil type and wind classification).</li> <li>• Bushfire Attack Level (BAL) Site assessment report, only if in a designated bushfire prone area. Building in Bushfire prone Areas info link - <a href="http://www.commerce.wa.gov.au/building-commission/building-designated-bush-fire-prone-areas">http://www.commerce.wa.gov.au/building-commission/building-designated-bush-fire-prone-areas</a></li> <li>• Energy Efficiency report (BCA compliant deemed to satisfy or alternative solutions provisions). Energy Efficiency of Residential Buildings via link - <a href="http://www.commerce.wa.gov.au/building-commission/energy-efficiency-residential-buildings">http://www.commerce.wa.gov.au/building-commission/energy-efficiency-residential-buildings</a></li> <li>• Storm water discharge from buildings must be diverted away from structures and contained on site within the lot boundaries. Soak wells may be required on some sites at the rate of 65m<sup>2</sup> surface area to 1m<sup>3</sup> capacities. Where connection to Council's stormwater system is available approval for the connection is required to be obtained from Council's Engineering Department prior to the issue of a building permit.</li> </ul>
<input type="checkbox"/>	<p><b>Water Corporation:</b> When building in an area serviced by Water Corporation. Approval is required from them prior to construction. Applications can be done via their website; Water Corporation building application info via link - <a href="https://www.watercorporation.com.au/home/builders-and-developers/building/lodging-a-building-application">https://www.watercorporation.com.au/home/builders-and-developers/building/lodging-a-building-application</a></p>
<input type="checkbox"/>	<p><b>BCITF levy form or payment receipt</b> = 0.20% of <i>Estimated Construction Value Applicable if ECV including GST exceeds \$20,000</i>. BCITF information via link - <a href="https://bcitf.org/about-us/training-levy">https://bcitf.org/about-us/training-levy</a></p>

Attached ✓	N/A ✓	<b>ADDITIONAL INFORMATION REQUIRED IF APPLICABLE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Planning Approval, commonly called a DA or development application.</b> Generally all commercial applications require a Development Approval to be issued prior to the Building Permit being issued. A separate application form and fees along with approval time frames apply.</p> <p>For further information regarding Planning Policy phone 9729 0300 to speak to a Shire Planning Officer.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Heritage notification proof</b> if applicable - as per Heritage Council of WA. State Heritage Council Office via link - <a href="http://www.stateheritage.wa.gov.au">http://www.stateheritage.wa.gov.au</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Septic Application</b> - Application to install an apparatus for the treatment of sewerage with payment of \$236.00. Further information can be found at the Shire of Harvey website or phone 9729 0300 to speak to a Shire Health Officer. Septic application form link – <a href="http://www.harvey.wa.gov.au/wp-content/uploads/sites/161/2016/02/Septic-Application-2017.pdf">http://www.harvey.wa.gov.au/wp-content/uploads/sites/161/2016/02/Septic-Application-2017.pdf</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Bushfire Attack Level (BAL) Report and relevant construction method details</b> is required if building in a Bushfire prone Area. Mapping is available via link designated bushfire Prone Area - <a href="https://maps.slip.wa.gov.au/landgate/bushfireprone/">https://maps.slip.wa.gov.au/landgate/bushfireprone/</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>BA20 Form – Work affecting other land.</b> If the proposed works show encroachment on adjoining land or works that will adversely affect an adjoining property then neighbours consent is required prior to issue of the Building Permit. Form available: <a href="http://www.harvey.wa.gov.au/forms-and-fees/">http://www.harvey.wa.gov.au/forms-and-fees/</a>.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>BA20A Form – Work affecting other land – access only</b> – If the proposed works involve removing a fence/working on boundary requiring access to neighbours land etc the Builder/Owner is to obtain neighbours consent prior to works commencing. Form available: <a href="http://www.harvey.wa.gov.au/forms-and-fees/">http://www.harvey.wa.gov.au/forms-and-fees/</a>.</p>

<b>FEE INFORMATION</b>
<p>The Fee schedule is available at the Shire of Harvey office or on our website - Forms and Fees via link <a href="http://www.harvey.wa.gov.au/forms-and-fees/">http://www.harvey.wa.gov.au/forms-and-fees/</a>. Fees to be paid with credit card authority form or other approved method on submitting an application for building permit. A Building Permit will not be processed until payment has been made.</p>

## NOTE:

Applications submitted without all of the above applicable items will not be accepted and will be returned.

The Building Act 2011 requires that all applicable approvals, including planning approval, are obtained prior to lodgement of a building permit application.

This list is not a complete list of all requirements but is a general guide of the minimum information required.

### Where To Lodge Your Application

Harvey Administration Office – 102 Uduc Road, Harvey  
Australind Administration Office – Mulgara St, Australind (behind Australind Village Shopping Centre)  
Postal – P O Box 500, Harvey WA 6220

Building Permit Applications are processed in the order in which they are received and under the Building Act 2011 Council has **10 working** days in which to process your application. The Builder will receive by mail one set of the plans and specifications with the permit – the second set will be retained by the Shire of Harvey.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION OR ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT THE SHIRE'S BUILDING DEPARTMENT ON (08) 9729 0330.