

BUILDING LICENCE APPLICATION INFORMATION SHEET

SINGLE DWELLING

Building Codes of Australia (Class 1)

1. FORMS

- * **Building Licence Application Form** (*yellow envelope details filled out and signed by registered or BRB issued owner builder*)
- * **BCITF levy triplicate form**
- * **Application for Planning Consent form** (*eg; grouped dwelling or landscape protection area etc*)
- * **Application to Construct or Install an Apparatus for Treatment of Sewage** (*If no sewer available*)

2. FEES PAYABLE

- * **Building Licence Application Fee** (*builder notified upon licence approval*)
Value of Construction (including GST) \$ _____ ÷ 11 x 10 = (non GST value) \$ _____
x .0035 = \$ _____
- * **Builders Registration Board levy \$40.00**
- * **Building Construction Industry Training Fund Levy** (BCITF levy)
Value of Construction (GST Incl.) \$ _____ x 0.2% = \$ _____
- * **Verge deposit** = (*check with shire tech services as to levy amount payable in Residential and Small Holdings zones*)
- * **Application to Construct or Install an Apparatus for Treatment of Sewage Fee**
(*check with Shire health services*)

3. ADDITIONAL APPROVALS/CONSENT

- * Water Corporation approval (*Plans stamped*)
- * Developers approval (*Millbridge Estate*)
- * Adjoining land owner's comments (*may be required for parapet walls built up to a boundary*)

4. DRAWINGS

- * **Two (2)** complete sets of drawings and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the property address and owner details
- * **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 property
- * Position of effluent disposal system (*where applicable*)
- * 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 any stabilised embankments and retaining wall/s
- * North point
- * Indicate all structures and/or buildings on adjoining lots within 3m of the property boundaries
- * **Floor Plan (scale 1:100)**
- * All dimensions of the proposed building
- * Room names
- * Location and size of windows and doors (*note windows over baths to be safety glass*)
- * Smoke detector locations
- * Ridge, valley, eaves line and downpipe locations
Please note; indicate above kitchen cooktops and water closets to be mechanically flumed to outside air or permanent short glazing to toilet window.
- * **Elevations (scale 1:100)**
- * Existing (natural) ground level and proposed finished floor and ground levels
- * Location and dimensions of doors and windows (*including direction of opening*)
- * Height of ceilings

- * Roof pitch
- * Types of materials used

Cross Sectional View (scale 1:100)

- * Finished ground level
- * Details of substructure eg. concrete footing and slab or frame
- * Sunken areas
- * Height of ceilings
- * Roof frame details

5. SPECIFICATIONS

General note: Two (2) complete written specifications must be submitted with your application.

- * Additional information required to show that the proposal will comply with the provisions of the Building Code of Australia (*Standard specifications are available from organizations including the Housing Industry Association and Master Builders' Association*)

6. ENERGY EFFICIENCY DETAILS – CLIMATE ZONE 5 (2009=5 star rating, May 2011=6 star)

- * Energy efficiency specification sheet completed with relevant plans and glazing calculations

7. HOME INDEMNITY INSURANCE (If contract value exceeds \$20,000)

- General note:** Home Indemnity Insurance Certificate **not** required for Owner Builders.
- * Original copy of Home Indemnity Insurance Certificate from approved insurer

8. TERMITE MANAGEMENT

- * Details of termite management system (*chemical, reticulation, physical barrier OR all structural components termite resistant eg. concrete slab, double brick walls, steel truss roof*)

9. STRUCTURAL DETAILS

General note: Two (2) sets of the following details must always be designed and certified by a Practising Structural Engineer, unless you can show that the proposal complies with the Deemed to Satisfy provisions of the Building Code of Australia and relevant Australian Standards.

Site report

- * Site classification (*soil type and wind classification*) in accordance with the Building Code of Australia
- * Recommendations for earthworks, foundations and possible sub soil drainage

Footing and slab detail/substructure (Engineered detail)

- * Concrete specifications
- * Footing and slab dimensions
- * Reinforcement details and waterproof membrane size and location
- * Floor stump and framing details

Structural steel (beams, lintels, columns) and roof framing

- * Steel member dimensions and locations
- * Method of protection against corrosion
- * Timber beam (*including LVL/Glulam*) sizes, roof member sizes
- * Truss roof details where applicable (*steel or timber*)

Retaining walls

- * Drawings and specification of materials to be used (*Engineered detail if over 900mm high*)

Two storey construction

- * All structural elements designed and certified by a structural engineer

PLEASE NOTE: This document is intended as a guide only to assist you in preparing an application. It does not need to be submitted with the application.