

**Emailed Applications for Building Permits are preferred via [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)**

**Once application is received a Shire of Dardanup Cashier will contact applicant for phone payment.**

**Class 1a =** **A SINGLE DWELLING** (and additions) being a detached house or one of a group of associated dwellings, town houses, villas and the like separated by a fire-resisting wall or fire source feature spacing.

**Class 1b =** **A BOARDING HOUSE, GUEST HOUSE, HOSTEL or the like** with a floor area of less than 300m<sup>2</sup> and designed for less than 12 people to reside or a short term holiday accommodation of 4 or more single dwellings or cabins on the one allotment.

Attached √	INFORMATION REQUIRED
<input type="checkbox"/>	<p><b>Form BA2</b> = Uncertified Building Application. Please Note a (BA3) Certificate of Design Compliance is inclusive by Permit Authority.</p> <p>Forms and Guides can be found on the Building Commission web site via this link. <a href="#">BA Forms and Guides link</a></p>
<input type="checkbox"/>	<p><b>Indemnity Insurance;</b> Copy of insurance policy if registered builder. (Not applicable for if Owner Builder.) info via web site link: <a href="#">Home indemnity Insurance link</a></p>
<input type="checkbox"/>	<p><b>Builder's registration details or Owner Builder's Licence</b> (required if estimated construction value is over \$20,000 in non-rural areas). <a href="#">Owner Builders licence information link</a></p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>A detailed copy 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. <a href="#">Building in Bushfire prone Areas info link</a></li> <li>• Energy Efficiency report (BCA compliant deemed to satisfy or alternative solutions provisions) <a href="#">Energy Efficiency of Residential Buildings link</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. Burekup and Dardanup town sites may require additional capacity and have an overflow connection point provided. Details to be indicated on the site plan. Storm water discharge from buildings policy ENG20 link</li> <li>• Termite Management control method.</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 web site; <a href="#">Water Corporation building application info link</a></p>

Attached √	N/A √	INFORMATION REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	<b>BCITF levy form or payment receipt = 0.20%</b> of ECV Applicable if ECV including GST exceeds \$20,000. <a href="#">BCITF information link</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Crossover application, fee nil.</b> Forms and information can be found on our web site via <a href="#">Verges, Crossovers &amp; Street Trees » Shire of Dardanup</a>

Attached √	N/A √	ADDITIONAL INFORMATION REQUIRED IF APPLICABLE
<input type="checkbox"/>	<input type="checkbox"/>	<b>Planning Approval, commonly called a DA or development application</b> , is required for grouped dwellings, codes variations ( <i>reduced boundary setbacks or over size etc</i> ), and/or if the Town Planning Scheme (TPS3) requires such as buildings in a landscape protection area etc. <a href="#">Town Planning Scheme (TPS3) link</a>  R Codes - State Planning Policy – <a href="#">Residential Design Codes link</a>  Outbuildings, Patios and Carports etc. Council Policy SDev CP091. Link = <a href="#">sdev-cp091-local-planning-policy-exempted-development-and-land-use</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Developer's Approval</b> ( <i>only applicable if in Millbridge Private Estate - phone 9725 0500</i> ). <a href="#">Millbridge Private Estate web site link</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Heritage notification proof</b> if applicable - as per Heritage Council of WA. <a href="#">State Heritage Council Office web site link</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Septic Application</b> - Application to install an apparatus for the treatment of sewerage. Further information can be found at the Shire of Dardanup website or phone 97240000 to speak to a shire health officer.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bushfire Attack Level (BAL) Report and relevant construction method details</b> is required if building in a Bushfire prone Area. <a href="#">Frequently asked questions</a> . Mapping is available via this link <a href="#">designated bushfire Prone Area</a>

FEE INFORMATION
The Fee schedule is available at the Shire of Dardanup office or on our web site <a href="#">Building and Associated Fees 2024-2025</a> Fees to be paid via credit card in person or via phone payment once application has been submitted.  A Building Permit is not valid until payment has been made.
<b>Building Services Levy 0.137%</b> of Estimated Construction Value ( <b>ECV</b> ) (or <b>\$61.65</b> minimum if ECV \$45,000 or less). <a href="#">Building Services Levy link</a>
<b>BCITF Levy 0.20%</b> of ECV Applicable if ECV including GST exceeds \$20,000. <a href="#">BCITF information link</a>
<b>Application for permit relating to verge crossover incidental to building works</b> (Verge Permit Application) <a href="#">Form-164</a> Applicable for all building applications with an estimated construction value greater than \$50,000. <b>Verge Permit Application Fee \$260.00</b> . Council Policy: <a href="#">CP029 - Permit Relating to Verge-Crossover Incidental To Building Works.pdf</a>