

Emailed Applications for Building Permits are preferred at this point in time via [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)  
Cashier will contact applicant for phone payment

**Class 10a = Residential outbuilding, shed, patio, carport, garage pergola or timber deck (>1.0m high or in Bushfire Prone area).**

NOTE; shade cloth covered and open frame pergolas and shade sails less than 20m<sup>2</sup> in floor area and less than 2.4m high generally don't require a building permit.

**Class 10b = Swimming Pool/Spa (>300mm depth), Retaining Wall (>500mm high), Masonry Fence (>750mm high), Other Fencing, Screening (> 1.8m high), Water Storage Tanks (>5000L capacity), Signs, Masts, Soakwells. Solar Panels (fitted to class 2 – 9 buildings only).** NOTE; 10b structures don't require registered builder.

Attached ✓	INFORMATION REQUIRED
<input type="checkbox"/>	<b>Form BA2 - Uncertified Building Application.</b> Please Note a (BA3) Certificate of Design Compliance is inclusive by Permit Authority. Forms and Guides can be found on the Building Commission web site via this link. <a href="#">Building application forms</a>
<input type="checkbox"/>	<b>2 Copies of:</b> 1:200 scale Site plan, 1:20 scale sectional drawings, 1:100 scale elevations, specifications and engineered details.
<input type="checkbox"/>	<b>Water Corporation.</b> Please note if you are building in an area serviced by Water Corporation, you also need their approval prior to construction. <a href="#">Water Corporation building application info link</a>
<input type="checkbox"/>	<b>Fees attached or paid</b> (emailing Credit Card Details is not recommended. Alternatively - Phone payment can be arranged) or approved method of payment must be included. <a href="#">Credit Card Authorisation Form</a>

Attached ✓	N/A ✓	ADDITIONAL INFORMATION REQUIRED IF APPLICABLE
<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>Planning Consent</b> – Applicable if outside the <a href="#">Residential Design Codes</a> or <a href="#">SoD TPS3 (Town Planning Scheme)</a> or <a href="#">Council Policy Manual</a> eg; reduced boundary setback, oversize, within a Landscape protection area etc. <a href="#">CP091 - Exempted Development Policy</a>  <b>Please Note:</b> Copies of the TPS3 and Policies and Planning Application forms, brochures etc. are available at the Shire of Dardanup Administration Office, or via our web site. <a href="#">Link here</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Registered Builders details</b> or owner builders licence details (only applicable if construction value is over \$20,000 in non-rural areas for class 10a structures only, <b>class 10 b structures don't require a registered builder.</b> ) <a href="#">Owner Builders licence information link</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bushfire Attack Level (BAL) assessment and relevant construction method.</b> Required for any dwelling alterations and additions proposed to be built in a Designated Bushfire Prone Area. Mapping layer via this link <a href="#">Bushfire Prone Area link</a> . Applicable if estimated construction value of greater than \$20,000 or deemed increase the risk of ignition to dwelling from bushfire attack.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Neighbours Comments Form 87</b> – Neighbours comments must be required in line with CP091 <a href="#">(form 87) Consent Objection Form – Adjoining Owners</a> <a href="#">Council Policy Manual</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application for Permit relating to verge crossover incidental to building works</b> <a href="#">Form 164 link</a> , applicable if estimated construction value is greater than \$50,000. <b>Verge Permit Application Fee \$260.00.</b> <a href="#">Council Policy Manual (CP029)</a>

## FEE INFORMATION

Building and associated fee schedule check sheet link [Building and Associated Fees](#)

A Building Permit is not valid until payment has been made.

**Total minimum fee due = \$166.65 (includes \$105.00 permit fee, plus \$61.65 Building Services levy).**

**Please note;** Additional or increased fees apply according to estimated construction value;

**>\$20,000 = BCITF. >\$45,000 BSL. >\$50,000 = Application for permit relating to verge crossover incidental to building works** (Form 164 Fee), required for most applications with the estimated construction value greater than \$50,000.

**Building Services levy 0.137%** of Estimated Construction Value (ECV) (or **\$61.65** minimum if ECV \$45,000 or less).  
[Building Services Levy link](#)

**BCITF levy = 0.20%** of ECV Applicable if ECV including GST exceeds \$20,000.

[BCITF information link](#)

### PLEASE NOTE:

- **Residential Sheds** [CP091 - Exempted Development Policy Council Policy Manual](#)
- **Small Garden sheds** or detached patio type structures of 10m<sup>2</sup> or less, do not require building approval.
- **Patios and Carports** [CP091 - Exempted Development Policy](#)
- **Open framed pergolas including pervious roof cover** less than 20m<sup>2</sup> and 2.4m in height may not require a building permit.
- **Swimming pools and spas issued with a building permit after May 1 2016** - barriers must be built in line with Australian Standards (AS)1926.1-2012 (*Safety barriers for swimming pools*) and (AS)1926.29 (*Location of swimming pool barriers*). [Rules for Pools and Spas information booklet](#) [Rules for portable pools fact sheet](#)
- **Soak wells** Building Permits for soak wells are generally not required. [Storm water discharge from buildings](#) must be diverted away from structures and contained on site within the lot boundaries. Soak wells may be required for some dwellings and most industrial sites at the rate of 65m<sup>2</sup> surface area to 1m<sup>3</sup> capacities. Burekup and Dardanup town sites may require interconnected to overflow connection point provided.
- **Retaining walls** that retain more than 500mm high are required to have a building permit. Neighbours written permission is required if accessing adjoining property. [BA20A form or BA20 form](#). **(Please be aware that engineered detail may be required for walls greater than 900mm high.)**
- **Walls and fences** etc, Constructed of masonry, 750mm or greater in height are required to have a building permit. All other construction types over 1.8m in height may require a permit. **(Engineered detail may be required for walls greater than 900mm high.)** [Dividing Fences info and guide link](#)
- **Water storage tanks** - construction, erection assembly or placement of a water storage tanks with a capacity of more than 5000 Litres are required to have a building permit.
- **New Roof-mounted Solar panels for a photovoltaic power plant on commercial class 2 – 9 buildings only** – require a building permit.
- **New Roof-mounted evaporative coolers** installed on residential buildings that are located in a designated bushfire prone area must be fitted with non-combustible covers. [Information link](#).