

APPLICATION FOR CERTIFICATE OF DESIGN COMPLIANCE

(Office Use)
Record No.:

Local Government: SHIRE OF EXMOUTH

Property where building to be built	Address:	No.:	Street Name:		
		Suburb:		Postcode:	
	Lot/Location No.:		Is lot currently vacant?: yes/no		
	Certificate of Title	Volume:	Folio:	Assessment:	

Owner	Name:
	Postal Address:

Occupier	Name:
	Postal Address:

Type of Work	Type of building to be constructed:			
	<input type="checkbox"/> New	<input type="checkbox"/> Additions	<input type="checkbox"/> Alterations	
Details of Work	Details of building to be constructed:			
	<input type="checkbox"/> Single dwelling	<input type="checkbox"/> Patio	<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Warehouse
	<input type="checkbox"/> Grouped Dwelling/s X ____	<input type="checkbox"/> Pergola *	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Factory
	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Shop	<input type="checkbox"/> Office
Estimated floor area of building (m ²):		Estimated wall height of building(m):		
Estimated value of building works (including GST): \$				

* Note: Pergola = shadecloth and/or timber batten roof covering only

Applicant/Buider	Name:	
	Postal address:	
	Phone Numbers (H):	(W):
	Fax Number:	Email:
	Signature:	Date:

CHECKLIST FOR:

**UNCERTIFIED BUILDING PERMIT APPLICATION – DWELLING (CLASS 1A) & OUTBUILDINGS (CLASS 10); AND
APPLICATION FOR CERTIFICATE OF DESIGN COMPLIANCE**

PLEASE DO NOT STAPLE DOCUMENTS/FORMS BUT RATHER USE PAPER CLIPS / BULLDOG CLIPS

I/We consent to receive communication by email (ensure email contact on BA20 / Application form) Yes No

1. Forms

N/A Yes please tick a relevant box

- BA2 – Application for Building Permit - uncertified form completed in full & signed (owners not required)
- BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property
- Shire of Exmouth form - Application for Certificate of Design Compliance
- Septic System application form; OR, system approved (Unsewered Areas only).

2. Information Required

N/A Yes please tick a relevant box

- Owner Builders Certificate if Owner Builder (issued by WA Building Commission)
- Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000)
- 6 Star Energy Efficiency Compliance Report & Stamped Plans
- Development approval - number [PA___/___]
- Specifications
- Water tank manufacturers engineers' specifications (if applicable)
- Bushfire Prone Areas - BAL report; AND, materials specification sheet as AS3959-2009

3. Required Plans

N/A Yes please tick a relevant box

- 2 x Site Plan to Scale (minimum scale 1:200) Showing:
 - Size, Shape and position of the block; with LOT number, street names & North Point
 - Boundaries and contours or spot levels relating to Finished Floor Level [FFL]
 - Datum Point, Proposed FFLs and Finished Ground Levels [FGL]
 - Location and dimensions of existing structures, AND proposed works with setbacks
 - Extent of earthworks and retainer walls
 - Location of existing or proposed septic tanks and leach drains
 - Location and method of storm water retention/disposal
 - Proposed vehicle access and crossover
 - Location of services – sewer, power, water; AND easements (Water-Corp Approval if required)
 - Swimming pools– show isolation fencing and gates opening away from pool
- 2x Floor plan to scale (minimum scale 1:100) fully dimensioned, showing:
 - Room sizes and names of rooms
 - Window and door sizes and numbered; types and direction of opening
- 2 x Electrical plan showing lighting; smoke alarms and exhaust fans
- 2 x Elevation Drawing SCALE 1:100 showing:
 - Natural Ground Level [NGL]; FFL and FGL
 - Ridge height and pitch; ceiling height; retaining wall heights; openings numbered
- 2 x Detailed Cross Sections SCALE 1:50 showing:
 - Footings, slabs, walls, eaves, roof, insulation (method of termite treatment if required)
- 2 x Structural Engineers Certification: (Certified by a Practicing Structural Engineer)

- Site Classification Report (includes soil report & wind classification –Wind Region D)
- Details for Footings/Slab – dimensions; steel reinforcement etc.
- Walls and roof structure and bracing
- All Engineered pine roof trusses & steel trusses spans over 6m (sheds & patio’s)
- Retaining walls 1m and over in height & all twin side or concrete panel and post retaining walls

Fees

UNCERTIFIED APPLICATION

Fee Paid for Permit Authority (0.32% of value – minimum \$105.00)

Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)

BICTF Levy (0.2% of Value if greater than \$20 000) (Form to be completed or confirmation of payment)

Septic System application (\$236.00)

APPLICATION FOR CERTIFICATE OF DESIGN COMPLIANCE (fees reviewed annually)

Class 2 – 9 buildings within Shire of Exmouth (0.15% of value – minimum \$175.00)

Class 1 & 10 buildings outside the Shire of Exmouth (0.32% of value – minimum \$302.00)

Class 2 – 9 buildings outside the Shire of Exmouth (0.32% of value – minimum \$302.00)

TO BE COMPLETED BY APPLICANT

Name of person submitting the application _____

Has all information required by this checklist been provided? Yes No

Signature of person submitting the application _____

Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposed will be approved.

DISCLAIMER

This checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Exmouth to expedite processing of applications.

Please note that the Shire reserves the right to request additional information for specific applications.

Please note that a full assessment of an application cannot be undertaken at the counter.

If an appointment to discuss your application is necessary, requests for appointments can be made by phone 9949 3000 or e-mail: info@exmouth.wa.gov.au.

This publication is intended to provide general information only.