

# APPLICATION FOR CERTIFICATE OF BUILDING COMPLIANCE

 (Office Use)  
 Record No.: \_\_\_\_\_

**Local Government: SHIRE OF EXMOUTH**

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

<b>Owner</b>	Name:
	Postal Address:

<b>Occupier</b>	Name:
	Postal Address:

<b>Type of Work</b>	<b>Type</b> of building to be constructed:			
	<input type="checkbox"/> New	<input type="checkbox"/> Additions	<input type="checkbox"/> Alterations	
<b>Details of Work</b>	<b>Details</b> 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
* Note: Pergola = shadecloth and/or timber batten roof covering only				
Estimated floor area of building (m <sup>2</sup> ):		Estimated wall height of building(m):		
Estimated value of building works (including GST): \$				

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

# CERTIFICATE OF BUILDING COMPLIANCE CHECKLIST

Please Tick ✓

**1. COMPLIANCE FORMS ( If Applicable)**

Planning Approval	
Owner Builders Statutory Declaration where applicable	
Permit to Construct or Install an Apparatus for Effluent Disposal (Unsewered areas only)	
Water Corporation Approval	
Original copy of Home Indemnity Insurance Certificate from approved insurer (Home Indemnity Certificate required for all residential building works valued at greater than \$20,000 except as owner/builder).	

**2. FEES PAYABLE**

Request to provide certificate of Design Compliance - Class 1 & 10 Buildings within Shire of Exmouth 0.2% of estimated construction value but not less than \$150.	
Request to provide certificate of Design Compliance - Class 2 to 9 Buildings within Shire of Exmouth 0.15% of estimated construction value but not less than \$150.	
Request to provide certificate of Design Compliance - Class 1 & 10 Buildings outside the Shire of Exmouth 0.32% of estimated construction value but not less than \$250.	
Request to provide certificate of Design Compliance - Class 2 to 9 Buildings outside the Shire of Exmouth 0.2% of estimated construction value but not less than \$250	
Photocopying Fees for Building Plans – A4 @ \$1.50 (incl GST per copy) / A3 @ \$2.00 + (incl GST per copy)	
Shire Engineered Plans \$125.00 (incl GST)	

**3. PLANS**

**General Note: Two (2) complete sets of plans**, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

**3.1 Site Plan (minimum scale 1:200)**

Clearly indicate all property boundaries, boundary dimensions and existing buildings	
Existing ground and proposed finished floor and ground levels	
A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licenced Land Surveyor)	
Position of Effluent Disposal system (Unsewered Areas only)	
Clearly indicate the distance from the property boundaries to the proposed building	
Show the proposed finished floor level to the residence and garage/carport	
Height and extent of proposed earthworks	
Existing Sewer and Stormwater drains and/or easements	
Locations and heights of stabilised embankments e.g. retaining wall(s)	
North point	
Show verge and road features including traffic island crossovers, trees, stormwater grates and services	
Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary	

**3.2 Floor Plan (scale 1:100)**

All dimensions of the proposed building(s)	
Room names	
Sunken areas	
Location of windows and doors showing their sizes	
Smoke detector location(s)	
Ridge, valley, eaves and downpipe locations	

### 3.3 Elevations (scale 1:100)

Existing ground and proposed finished floor and ground levels	
Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning	
Height of ceiling	
Roof pitch	
Types of materials used	

### 3.4 Cross Sectional View (scale 1:100)

Finished ground level	
Type of subfloor structure e.g. concrete footing and slab or frame	
Sunken areas	
Height of ceiling	
Roof frame details	

### 3.5 Electrical Plan (Scale 1:100)

Floor plan (and/or other views as necessary) to provide details of lighting, ceiling fans, mechanical ventilation, smoke alarms, etc.	
Details of emergency lighting and illuminated exit signs over 'required' exit doors for commercial buildings with a total floor area greater than 300m <sup>2</sup> .	

## 4 STRUCTURAL ENGINEERS DETAILS

### (Certified by a Practicing Structural Engineer)

**General Note:** Your plans, details and specifications must be certified by a Practicing Structural Engineer with specific reference to the design being suitable for **Wind Region D, Terrain Category 2** or assessment in accordance with AS 1170.2 and any other relevant Australian Standard.

#### 4.1 Site Report

Soil Classification as per the BCA	
Recommendations for earthworks, foundations and drainage	

#### 4.2 Footing and Slab Detail

Concrete Specifications	
Footing Dimensions	
Reinforcement size and waterproof membrane and location	
Slab thickness	

#### 4.3 Structural Details

Provide specifications for all structural components	
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#### 4.4 Retaining Wall

Drawing and specification of materials used	
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#### 4.5 Two Storey Construction

All structural elements	
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## 5 SPECIFICATIONS

**General note:** Two (2) complete specifications must be submitted with your application. All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications comply with the provisions of the Building Code of Australia.

## 6 TERMITE MANAGEMENT

Details of termite management	
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**PLEASE NOTE:** This document is intended as a **guide only** to assist in your application