

SHIRE OF MANJIMUP – BUILDERS CHECKLIST

DWELLINGS, ADDITIONS / ALTERATIONS
(CLASS 1 – SEE ATTACHED DEFINITION)



(CHECK LIST REQUIRED TO BE SUBMITTED WITH AND AS PART OF THE APPLICATION)

APPLICANT / BUILDER CHECK LIST

PROPERTY ADDRESS	Street Address:	No:	Street Name:
		Town:	Postcode:
	Lot/Location:		

PROPOSAL	Value of Works \$
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APPLICANT/ BUILDER DETAILS	Name:
	Postal Address:
	Contact Number:

DESCRIPTION		ADMINISTRATION REQUIREMENTS
Building Licence Application Form	√	Completed application form (available on website and from Customer Service).
Fees: To be paid upon lodgement		Building Fee A minimum fee of \$85 or 0.3818% of the estimated value of the work is required.
		BRB Levy \$41.50 per application.
		Construction Training Fund Levy (CTF) formally BCITF The fee is calculated at 0.2% of estimated value including GST . (Where contract value is greater than \$20,000).
Builder's Registration Number		Where value > \$20,000: Registered Builder details for project or copy of Owner Builder Certificate. Obtain Owner Builder Certificate details from BRB: www.builders.wa.gov.au .
HII	1	Home Indemnity Insurance Certificate where contract value >\$20,000.
Water Corporation Approval	1	It is the builder's responsibility to obtain approval prior to construction. Visit www.watercorporation.com.au and click on BuilderNet® to apply online.

DESCRIPTION		PLANNING REQUIREMENTS
Examples of sites where a Planning Approval may be required but not limited to: <ul style="list-style-type: none"> • Multiple dwellings; • Heritage Precinct; • R-Codes Variations; • Grouped dwellings: • Town centre zoned land. • • • • • • • • • • • 		The works you are proposing may require approval under the Shires Local Planning Scheme No. 4. Please contact Planning and sustainability to find out if your proposal requires approval.

DESCRIPTION		√	CONSTRUCTION DETAILS
DEFINITION			<p>Class 1a: a single dwelling being –</p> <p>(i) a detached house; or</p> <p>(ii) one of a group of two or more attached dwellings, each being a building, separated by a fire resisting wall, including a row house, terrace house, town house or villa unit.</p> <p>Habitable room: room used for normal domestic activities including bedroom, living room, lounge room, music room, home theatre, kitchen, dining room, study. Excludes: bathroom, laundry, toilet, pantry, WIR, corridor, hallway, lobby, dark room, clothes-drying room.</p>
SITE PLAN	2		Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.
			Setbacks to all boundaries and between buildings.
			Overall dimensions of the proposed structures.
			Proposed and existing structures to be clearly marked.
SPECIFICATIONS/ ADDENDA	2		Required for applications involving multiple trades / standards.
REPORTS	2		Proposed termite barrier or treatment for project.
	2		Compliance with <i>Energy Efficiency Part 3.12</i> (Climate Zone 6). Standard check sheets and glazing calculator available on Building Commission website.
	2		<i>Site Classification:</i> site specific information establishing design criteria.
FOOTINGS & SLAB DETAILS	2		Footings, slab details: engineer certified (1 ink signed, 1 copy) or Deemed to Satisfy (DTS) to AS 2870.
TWO STOREY	2		All two storey construction to be engineer certified.
DESIGN DETAILS	2		Proposed and existing construction to be clearly marked.
			Dimensioned plan, specific room use, required facilities.
			External elevations showing materials proposed, overall building height, roof material and pitch, ground level, existing and proposed retaining.
			Cross sections through building showing all structural elements, wall / ceiling heights and showing construction details.
			Wall framing structural elements: spans, spacing etc / columns and piers / tie down connection details / bracing – for timber / steel / masonry.
			Roof framing structural elements: spans, spacing etc / trusses / tie down connection details / bracing – for timber / steel.
			Timber grade / exposed timber durability (eg H5 or method of treatment) / steel corrosion protection to external structural members / roof sheeting etc.
			Wet area details (internal elevations).
			Roof material, flashing, downpipe location, guttering (box gutters): sizing.
FIRE SEPARATION	2		Provide specific <i>fire separation</i> detail if applicable.
SMOKE ALARMS	2		Location marked on plan in accordance with AS3786.
RETAINING WALLS / POOLS AND SPAS (AS APPLICABLE)			
RETAINING WALLS			R-Codes provisions apply to retaining walls located near boundary contact Planning and Sustainability to discuss.
			Retaining walls > 600mm require an engineer certified detail and Building Approval.
			Contours or spot levels and levels at 'top' and 'bottom' for entire length of wall.
POOLS / SPAS	2		Engineer / manufacturer details for pool (check limitations / setback conditions).
	2		Pool fencing diagram showing compliance with AS1926.
	2		Pool blanket. "5 Star Plus" Energy Efficiency requires pools & spas to have an approved cover.

This document is intended as a guide only with respect to the information required for an Application.

Further information may be requested upon assessment of your application.

Website: For further information go to www.manjimup.wa.gov.au or contact Building Services during business hours.