

**SHIRE OF MANJIMUP**

**BUILDING LICENCE APPLICATION - INFORMATION CHECKLIST**

**ALL FEES TO BE PAID PRIOR TO ISSUE OF APPROVED LICENCE**

Required

- |     |  |           |                          |
|-----|--|-----------|--------------------------|
| 1.  | Completed application form (front of envelope).  |           | <input type="checkbox"/> |
| 2.  | Endorsement of no objection (to be endorsed on plan).  |           | <input type="checkbox"/> |
| 3.  | Two copies of plans, consisting of: -  |           |                          |
| 3.1 | Site plan 1:200 scale (or as appropriate) showing contours to AHD or finished floor level, together with filled levels.                  |           | <input type="checkbox"/> |
|     | North point, street/road name, and lot number to be shown.   |           | <input type="checkbox"/> |
|     | Setbacks to be shown.  |           | <input type="checkbox"/> |
|     | Footing Details.   |           | <input type="checkbox"/> |
|     | Full specification of all materials to be used.  |           | <input type="checkbox"/> |
| 3.2 | Floor plan 1:100 scale, including layout of kitchen, en-suite, bathroom, laundry and toilet  |           | <input type="checkbox"/> |
|     | If an addition to an existing structure, then new work to be shown with adjacent rooms identified as to use.                             |           | <input type="checkbox"/> |
|     | A cross section through proposed additions indicating ceiling height and materials.  |           | <input type="checkbox"/> |
| 3.3 | All elevations to show natural ground levels, floor level, and proposed finished ground level. All elevations of wet areas.              |           | <input type="checkbox"/> |
| 3.4 | For food premises elevations of all walls, fixtures and fittings to be shown.  |           | <input type="checkbox"/> |
| 3.5 | Where applicable, two copies of engineer's detail (one copy must be an original).  |           | <input type="checkbox"/> |
| 4.  | BCA Energy Efficiency Check Sheet, including Glazing Calculator spread sheet   |           | <input type="checkbox"/> |
| 5.  | For work in excess of \$20,000, where no registered builder is nominated, an OWNER/BUILDER STATUTORY DECLARATION form must be completed. |           | <input type="checkbox"/> |
| 6.  | Termite barrier to be nominated (two copies of details to be included in application).   |           | <input type="checkbox"/> |
| 7.  | Septic tank application, complete with diagrams, and cheque to cover payment.  |           | <input type="checkbox"/> |
| 8.  | Home Indemnity Insurance (copy of policy to be supplied).  |           | <input type="checkbox"/> |
| 9.  | Smoke Detectors – nominate and show location.  |           | <input type="checkbox"/> |
| 10. | <b>FEES</b>  |           |                          |
|     | (Value of works to include GST) Up to \$26700 (approx.).   | \$85.00   | <input type="checkbox"/> |
|     | Builders Registration Board Fee.   | \$40.00   | <input type="checkbox"/> |
|     | Residential (x 0.3181%).   | \$.....   | <input type="checkbox"/> |
|     | Commercial (x 0.182%).   | \$.....   | <input type="checkbox"/> |
|     | BCITF (x 0.2%)   |           |                          |
|     | If value over \$20,000.  | \$.....   | <input type="checkbox"/> |
|     | Verge Bond.  | \$500.00  | <input type="checkbox"/> |
|     | Relocation Bond.   | \$7000.00 | <input type="checkbox"/> |

**PLEASE NOTE SOME BUILDING APPLICATIONS MAY REQUIRE PLANNING APPROVAL PRIOR TO BUILDING LICENCE BEING RELEASED**