

SHIRE OF MANJIMUP – BUILDERS CHECKLIST

COMMERCIAL BUILDINGS, INCLUDING FITOUTS

(CLASS 2 - 9)



SHIRE OF
MANJIMUP

(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 \$
----------	-------------------

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 0.182% of the estimated value of works (GST inclusive value).
		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		Registered Builder details for project / Copy of Commercial Owner Builder Certificate (where contract value >\$20,000).
HII	1	Home Indemnity Insurance Certificate where contract value >\$20,000. (Class 2-3 only).
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		BUILDING and PLANNING REQUIREMENTS
Planning Approval		All commercial buildings require Planning Approval (check with Planning if changes are internal only) Contact <i>Planning and Sustainability</i> during business hours.
Change of Use		Change of Use: Requires a Building Licence. May require a Planning Approval: check with <i>Planning and Sustainability</i> .
Fit outs		Fit outs require a Building Licence (check with <i>Building Services</i> for clarification). May require a Planning Approval: check with <i>Planning and Sustainability</i> .

CLASSIFICATION OF CLASS 2-9 BUILDINGS	
<p>Class 2: Building containing two or more sole-occupancy units, each being a separate dwelling.</p> <p>Class 3: Residential building, other than Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons.</p> <p>Class 4: A dwelling in a building that is Class 5, 6, 7, 8, or 9 if it is the only dwelling in the building.</p> <p>Class 5: An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.</p> <p>Class 6: A shop or other building for the sale of goods by retail or the supply of services direct to the public.</p>	<p>Class 7a: Car park; 7b: Storage, display of goods or produce (wholesale).</p> <p>Class 8: Laboratory; building in which handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.</p> <p>Class 9a: Health-care building including those parts of the building set aside as a laboratory.</p> <p>Class 9b: Assembly building, including trade workshop, laboratory or the like in a primary or secondary school but excluding any other parts of the building that are another class.</p> <p>Class 9c: An Aged Care Building.</p>

Class 2-9 covers a wide range of uses from 'residential' to 'Public Buildings' – this check sheet outlines general requirements and the *Building Surveyor* should be contacted for specific requirements.

DESCRIPTION		√	CONSTRUCTION DETAILS
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)	2		Required for applications involving multiple trades / standards.
REPORTS	2		Proposed termite barrier or treatment for project, if applicable.
	2		Compliance with Energy Efficiency Part J (Climate Zone 6). Class specific standard check sheets and glazing calculator available on Building Commission website.
	2		Site Classification. Site specific information establishing design criteria.
FOOTINGS & SLAB DETAILS	2		Footings, slab details: engineer certified (1 ink signed original, 1 copy).
ENG./ DESIGNER STRUCTURAL DETAILS	2		Engineer certified (1 ink signed original, 1 copy) / design details. Tilt Panel Concrete designed by Engineer.
DESIGN DETAILS	2		New and existing construction to be clearly marked.
			Dimensioned plan, specific room use, required facilities, AS1428 Design for access and mobility circulation routes.
			External elevations showing materials proposed, overall building height and roof pitch, ground level, existing and proposed retaining.
			Cross sections through building showing all structural elements, wall / ceiling heights and showing construction details.
			Wall construction details.
			Roof framing / 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) Accessible Toilet 1:50 plan / elevations showing compliance with AS1428 Design for access and mobility.
			Flashing, downpipe location, guttering (box gutters): sizing.
FESA REPORT	1		All Class 2–9 applications to be referred to FESA (by applicant): refer to FESA website .
FIRE SEPARATION			Provide specific fire separation detail, including minimum FRL construction; Fire Compartment floor areas and Fire Compartment volumes; associated requirements (e.g. fire collars).
FIRE SERVICES			Existing and proposed buildings to show Hydrants, Fire Hose Reels, Sprinkler locations, Pumps and Tanks, as applicable, for Fire Compartments > 500m ² .
SMOKE MANAGEMENT			Smoke management in accordance with BCA Part E2.2.
FIRE DETECTION			Fire detection in accordance with BCA Part E and AS1670.
EXITS / EMERGENCY LIGHTING			Indicate on plans Required Exits, Exit Signage, Emergency Lighting requirements, direction of egress, door swing, door hardware and width of exit.
STAIRS / BALUSTRADE			Nominate exit stair dimensions / details of construction / handrails / balustrades. Required details to show compliance with AS1428 Design for access and mobility.
OCCUPANT NUMBERS / FACILITIES			The number of required facilities (toilets) is based on calculated occupant numbers unless specified in documentation.
ACCESSIBILITY			Show compliance with AS1428 Design for access and mobility from the property boundary to the main entrance and within accessible areas.

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.