

**Building Application Number:** 

(Office use only)

## MINOR STRUCTURES & SWIMMING POOLS

## **CHECKLIST FOR A BUILDING PERMIT APPLICATION**

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

| Date Received: (Office   | use only) |          |  |
|--|-----------|----------|--|
| PROPERTY ADDRES  | S         |          |  |
| House Number:  |           |          |  |
| Lot Number:  |           |          |  |
| Strata Lot:  |           |          |  |
| Street:  |           |          |  |
| Suburb:  |           |          |  |
| Property Zoning  |           |          |  |
|  |           |          |  |
| Quick check  |           |          |  |
| Application form BA1   |           |          |  |
| Specifications   |           | 1 сору   |  |
| Site Plans   |           | 1 сору   |  |
| Floor Plans  |           | 1 сору   |  |
| Elevations   |           | 1 сору   |  |
| Cross Sections   |           | 1 сору   |  |
| Engineer's Details   |           | 1 сору   |  |
| Engineer's site classification and inspection report                     |           | 1 copy   |  |
| Application for the In   | 1 сору    |          |  |
| System   |           |          |  |
| Energy Efficiency and  | 1 сору    |          |  |
| Home Indemnity Insu  | 1 сору    |          |  |
| Termite Treatment details  |           | 1 copies |  |
| Application for Development Approval including Checklist (if Applicable) |           | 1 copy   |  |
|  |           |          |  |
| Bushfire Attack Level Assessment (If in a Bushfire Prone area)           |           | 1 сору   |  |
|  |           |          |  |

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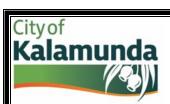


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Specific details required relating to the above list but not limited to, are as follows including an Advice Note pertaining to Bushfire Prone Areas.

| Finalisation of Form and payment of fees   |  |
|--|--|
| Application form completed as required and signed by the Builder or Builder's  |  |
| representative.  |  |
| Statutory fees paid:   |  |
| <ul> <li>A minimum fee of \$110.00 or 0.19% (certified) of the estimated value of<br/>the works.</li> </ul>  |  |
| <ul> <li>A minimum fee of \$110.00 or 0.32% (uncertified) of the estimated value<br/>of the works.</li> </ul>  |  |
| Building Services Levy (BSL) - \$61.65 per application or 0.137% if value > \$45000  |  |
| Construction Training Fund (CTF) - 0.20% of total if value exceeds \$20,000.   |  |
| Asset Protection Fee: Administration fee - \$120.90 (non-refundable).  |  |
| Specifications specific to the type of construction (1 copy)   |  |
| Site Plan (1 copy) at a scale of 1:100 or 1:200 or 1:500   |  |
| Plans depict but not limited to the following:  Lot boundaries; site dimensions; proposed building and all existing structures, building/pool setback dimensions from lot boundaries; street names; position of any easements; contours; and finished floor levels in relation to an assumed datum, location of any proposed retaining walls including top and bottom wall heights in relation to natural ground level; vehicle crossover; location of effluent disposal system/s; stormwater disposal system. |  |
| Floor Plan (1 copy) at a scale of 1:50 or 1:100  Plans depict but not limited to:  Intended use of the room/space/structure; wall dimensions; window/door dimensions; roof line; roof drainage; smoke alarm locations (not applicable for swimming pools/spas, sheds, non-habitable outbuildings, patios, carports, alfresco, porches, garages, fences).   |  |
| Elevations (1 copy) at a scale of 1:50 or 1:100  Plans depict external appearance and include:  Window/door dimensions; roof pitch; ceiling height; eave height; natural ground levels; finished floor level, pool shape.  |  |
| Sectional elevations (1 copy) at a scale of 1:50 or 1:100 Plans are to depict but not limited to the following:  |  |

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## **MINOR STRUCTURES &**

|   | <b>SWIMMING P</b>   | OOLS  |  |  |
|---|---|---|--|--|
| _   | ; wall structural details; eave he<br>ructural details - (Pools); Structi<br>plans.   |   |  |  |
|   | ncy Check Sheet – Part 3.12<br>(Required for any habitable ro-  | _   |  |  |
|   | pleted and signed by the perso  | n completing the form   |  |  |
| left hand side of the scree click of your address into the Address be lif your property is identified as be Level Assessor to undertake a By proposed building works will the and Australian Standard AS3959 zone), this will trigger a need to of Plan (FMP), for your property and the FMP for determination. | Bushfire Prone Area (BPA), reference of the Prone Area (BPA), reference of the Prone Area (BPA), reference of the Prone Area (BPA), now click on the Prone Area (BPA), now click on the Prone Area (BPA) assessment for your propertion of the Prone Area (BPA) and the Prone Area (BPA) area (BPA) assessment for your propertion of the Prone Area (BPA). Note if your BAL is determined to the Prone Area (BPA), and the Prone Area (BPA), and the Prone Area (BPA). The Prone Area (BPA), reference (BPA), now application. | this will take you to IntraMaps. On the the Bushfire Prone Area Layer. Enter property will be shown as red in colour.  In the discourance of the shown as red in colour.  In the discourance of the shown as red in colour.  In the shown as red in colour. |  |  |
|   | _   | detached Class 10a roof structures (eg<br>t are more than 6m away from the  |  |  |
| For further details refer to the Ci   | tys Bushfire Prone FAQ – Buildi   | ing Information Sheet #15   |  |  |
| <b>NOTE:</b> This document is a guide only to the information that is required to be submitted for most minor Building Permit Applications including those in no-sewered areas. Additional and specific information may be requested upon assessment of your application  |   |   |  |  |
| *Declaration to be signed by the applicant*   |   |   |  |  |
| DECLARATION BY APPLICAN   | Т   |   |  |  |
|   | d if I provide all of the required  | for this application. I acknowledge that d information at the time of submission.   |  |  |
| Please print name:  | Signed:   | Date:   |  |  |
| Office Use only: CSO Checked -Sig   | ned   | Date:   |  |  |

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