



Application Checklist Planning and Building 2010

Determining what documents need to be submitted with a Planning and/or Building Application can be daunting. This checklist was created as a guide to assist Applicants in submitting the correct information with their Applications. Ensuring Applications are complete at the time of submission will help to increase efficiency and reduce overall processing time.

Please tick appropriate boxes as steps are completed. If a step is not applicable, leave box blank. Blank boxes for applicable steps may result in delays in processing.

PLANNING APPLICATIONS*

- Contact the Shire's Planning Department to determine whether an Application for Planning Approval is required for the proposed development.

If an Application is required, then:

- Complete all sections of the Shire of Northampton Application for Planning Approval Form; ensuring that the signatures of ALL landowners are included.

The following items should be included with a completed Application form:

- Payment of the correct application fee based on the current *Town Planning Fees and Charges*, as adopted by Council;
- Three (3) copies of design plans drawn to a scale of not less than 1:500, including:
- Site plans, containing:
 - street names, north point and the dimensions of the site;

*All of the required documents mentioned in this section can be found on the Shire's webpage under http://www.northampton.wa.gov.au/services_and_facilities/town_planning/planning_approval.html or obtained from the Shire offices in Northampton and Kalbarri.

- the location of all existing and proposed developments on the site, complete with setback distances;
- the location of existing or proposed means of access and crossovers;
- any proposed or existing retaining works complete with top of wall and bottom of wall heights clearly indicated; and
- the location of any significant natural features, such as mature trees and watercourses / drainage lines.
- Floor plans including the dimensions of all proposed structures;
- Elevations of all structures including the proposed construction materials.
- If required, a completed Adjoining Landowner Comment Form can be included with the Application. This form should be stapled to a copy of design plans that have been signed by the adjoining landowner.**

Adjoining landowner comment can be required for a range of applications. Some of the most common situations requiring consultation with the adjoining landowner(s) are:

- Reduced boundary setback distances
- Parapet walls
- Retaining walls on a boundary
- Oversized outbuildings
- Home Occupations / Cottage Industries

**For more information about the Shire's Planning requirements, please contact
the Principal Planner, Mrs. Hayley Williams.
Phone: 08 9934 1202 Email: planner@northampton.wa.gov.au**

*** Note: The Shire can also undertake consultation with the adjoining landowner on behalf of the Applicant. This process will commence after the Application has been received and will take a minimum of 14 business days.*

BUILDING APPLICATIONS

- Complete all sections of the Shire of Northampton Building Licence Application Envelope, which can be obtained from the Shire offices in Northampton or Kalbarri, including estimated value of the proposed works.

Inside the envelope, you should include the following:

- Two (2) copies of **working drawings** of the proposed buildings, drawn to a scale of not less than 1:100, including:
 - Floor plans of every storey;***
 - Elevations of every face of the building;
 - At least one sectional drawing;
 - Details of foundations, including concrete footings and slabs or stumps, etc;
 - Construction details of the floors, walls, and roof including roof framing (including structural support beams and columns) and roof cladding tie down and fixing details;
 - Ground levels and finished floor levels; and
 - Any other information that the Building Surveyor may require, all clearly figured and dimensioned.
- For buildings with an estimated construction cost of \$20,000 or over, you are required to obtain an "Owner Builders Registration" from the Builder's Registration Board of WA (<http://www.builders.wa.gov.au>);
- Engineer design footing details which are to be **certified** in accordance with the Australian Standard AS 2870 – Residential Slabs and Footings – Construction;
- Two (2) copies of **complete specifications** with all information where not shown on the drawings, the sizes thereof together with all other information 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 (BCA);
- Details of the proposed termite treatment for the proposed building, where required;
- Where "Manufacturers Specifications" are indicated on the drawings or specifications these specifications are to be provided for assessment and approval;

*** Note: Plans for works of value in excess of \$20,000.00 must be drawn to at least a draughtsperson-like standard. Hand drawn plans will not be accepted for significant building works.

- When required by a Building Surveyor, certification should be provided from a suitable recognised and qualified engineer that if the buildings are constructed in accordance with the plans and specifications submitted they will comply with the provisions of the BCA and will be structurally sound (Wind Category Region B);
- Two copies of the Energy Efficiency Certificate signed by a certified assessor, in accordance with the requirements of the BCA Part V2.6.2.1;
- Two copies of Soil Analysis Report from a certified practicing structural engineer are required with an application for a new dwelling or commercial building or as required by the building surveyor;
- Two copies of plans and specifications, certified by a recognised, practicing structural engineer, of any and all retaining walls required to the site for the proposed building;
- Where connection to sewer is not available for the proposed dwelling an “Application to Construct or Install an Apparatus for the Treatment of Sewage” must be completed and submitted with the required drawings which shall include:
 - Location of the apparatus and all drains and pipework;
 - Distance the apparatus is from all buildings, boundaries, bores, waterways and water bodies; and
 - Distance of all receptacles from trafficable areas; and
- Where connection to sewer is available plans must be certified by the Water Corporation.

The Building Licence Fee will be assessed after the Application has been received and must be paid in full before the final inspection can take place.

**For more information about the Shire's Building requirements, please contact:
the EHO/Building Surveyor, Mr. Glenn Bangay
Phone (Kalbarri): 08 9937 1097 E-mail: building@northampton.wa.gov.au**