

## Application for Building Approval Certificate (Unauthorised Buildings)

Application No. ....

<b>Property Details</b>	Lot No	Street Name		
	Street No	Suburb		
	<input type="checkbox"/> Connected to Sewer <input type="checkbox"/> On-Site Effluent Disposal System (Indicate location and type of system on plans)			
<b>Development Details</b>	Type of Work	<input type="checkbox"/> New Building	<input type="checkbox"/> Additions	<input type="checkbox"/> Other _____
	Details of building	<input type="checkbox"/> House <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Retail Shop <input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Multi-Residential <input type="checkbox"/> Patio / Verandah <input type="checkbox"/> Office <input type="checkbox"/> Other _____	<input type="checkbox"/> Shed / Garage <input type="checkbox"/> Carport <input type="checkbox"/> Warehouse
<b>Materials</b>	Floor	<input type="checkbox"/> Timber	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other _____
	Roof	<input type="checkbox"/> Tiles <input type="checkbox"/> Alsynite	<input type="checkbox"/> Fibre Cement <input type="checkbox"/> Sheet Metal – Type _____	<input type="checkbox"/> Other _____ Colour _____
	Walls	<input type="checkbox"/> Double Brick <input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Fibre Cement <input type="checkbox"/> Sheet Metal – Type _____	<input type="checkbox"/> Other _____ Colour _____
	Frame	<input type="checkbox"/> Timber	<input type="checkbox"/> Steel	<input type="checkbox"/> Other _____
<b>Floor area</b>	_____ Square metres (Including the width of all walls)			
<b>Value</b>	<b>Estimated "current" value of unauthorised building work, \$ (Inclusive of GST).</b>			
<b>Applicant (Must be owner)</b>	Name			
	Postal Address		Post Code	
	Phone No		Mobile No	
	Fax No		Email	
<b>Owners Signature :</b>			<b>Date :</b>	

**FEES [Office Use Only]**

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Building Fee - Class 1 and 10: "Value" x 10/11 x 0.7% but not less than \$170	\$ .....	# .....	
Building Fee – Class 2 to 9: "Value" x 10/11 x 0.4% but not less than \$170	\$ .....	# .....	
BCITF ("Value x 0.2%")	\$ .....	# .....	
Septic Application	\$ .....	# .....	
Other	\$ .....	# .....	
TOTAL	\$ .....		
Less Lodgement	\$ .....		
BALANCE	\$ .....		

## Information to be submitted with the Application for Building approval Certificate

The Following minimum level of information must be submitted with the completed application for Building approval certificate. Further information may be requested by the Building Surveyor following assessment of the application as permitted under Regulation 11A of the Building Regulations

- Two copies of the following plans (To scale of 1:100 or 1:200):
  - Site plan indicating the location of all existing buildings (including any retaining walls) and the non approved building(s) including setback dimensions from property boundaries, original natural ground level and finished levels of floors and surrounding ground levels referenced to a datum point. (Please note, for low lying properties, levels must reference Australian Height Datum).
  - Where a building is located close to a property boundary, or if the setback of a building to a boundary is critical, a survey prepared by a licensed surveyor confirming the location of the lot boundaries and setbacks to the unauthorised building(s) will be required at the discretion of the City.
  - If the property is not connected to sewer, indicate the location and setback of the effluent disposal system to any building on the property and to property boundaries. For properties connected to sewer, plans are to be endorsed or works specified by the Water Corporation and forwarded together with this application.
  - Floor plans of each floor and elevations of all sides and relevant sections.
  - Method of construction including structural member sizes and spacing and cladding details.
  - Footing and slab details including confirmation of the installation of a water proof membrane and termite protection when required to satisfy the requirements of the Building Code of Australia.
- Drawings and a certificate endorsed in ink by a professional engineer confirming that the building has been inspected and is structurally sound and where applicable, does not affect the structural integrity of any other existing building.
- Two copies of details showing the buildings compliance with the energy efficiency provisions of the Building Code of Australia (where appropriate).
- Fee for an application for a Building Approval Certificate:
  - Class 1 and 10 Buildings, (Residential building work and sheds patio's etc):
    - \$170 or current value of unauthorised building work x 10/11 x 0.7%, whichever is greater
  - Class 2-9 Buildings, (multiple dwelling, commercial, industrial and public buildings)
    - \$170 or current value of unauthorised building work x 10/11 x 0.4%, whichever is greater
  - Builders Registration Board Fee is applicable to all applications which is currently \$40.00

**All of the above information must be submitted at the time of lodgement.**

**NB:** *An application for R-code variation, planning approval or to install or alter an effluent disposal system may also be required where applicable.*