

# BA2 UNCERTIFIED BUILDING APPLICATION CHECKLIST

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SHIRE OF NORTHAM ★ Climate Zone 4 ★ Region A1 ★ Earthquake Factor  $z = 0.14$  Grass Valley  $z = 0.15$

## NEW DWELLINGS, RENOVATIONS OR ADDITIONS (Class 1a)

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
<b>ONE (1) HARDCOPY or ELECTRONIC COPY OF THE FOLLOWING:</b> Please tick applicable box		
<b>PROVIDE ONE ELECTRONIC COPY OF ALL DOCUMENTS (VIA Email, CD, USB or dropbox)</b>		REQD
BA2 Form (Application Form) Fully Completed and Signed		REQD
Verge Permit Application Form (applicable to all permits within townsites valued over \$20 000)		
BA20 Form (Adversely Affecting Other Land) Fully Completed (if required)		
Proof of Builder's Registration or Copy of Owner Builder Permit (works over \$20000 in Value)		
Copy of Planning Approval and approved plans (if required)		
Current Certificate of Title & Registered Plan & any applicable Caveats (see Landgate)		REQD
Home Indemnity Insurance Certificate (Works over \$20 000 in Value)		
BCITF Levy form completed (Can be filled out at the Shire or done online) (Works over \$20000)		
Bushfire Assessment (if applicable)		
Heritage Approval (if applicable)		
Septic Approval issued by the Shire (if applicable)		
<b>TWO (2) HARDCOPIES OR AN ELECTRONIC COPY OF THE FOLLOWING – ALL DOCUMENTS ARE REQUIRED</b>		
<b>All of the following documents are required for dwellings and additions/extensions</b>		Supplied
Specification and any Addenda's		
Termite Treatment Details		
Energy Efficiency Report/Certification <small>Note: Northam Shire is in Zone 4</small>		
Site Classification Report (Soil Classification)		
<b>Plans</b>		
<b>SITE PLAN to scale (minimum scale 1:500) showing:</b>		
<ol style="list-style-type: none"> <li>Boundaries and position of the block, Street Names and Contours</li> <li>Location of proposed development with boundary clearances (setbacks) clearly marked</li> <li>Location of existing structures incl. retaining walls and septic details including setback dimensions</li> <li>Proposed Finished Floor Level (FFL) and Finished Ground Level (FGL)</li> <li>North point</li> <li>Extent of earthworks</li> <li>Proposed vehicular access and crossover</li> <li>Location of easements and any services</li> </ol>		
<b>FLOOR PLANS to scale (minimum scale 1:100) showing:</b>		
<ol style="list-style-type: none"> <li>All Dimensions including room sizes</li> <li>All Rooms labelled</li> <li>Window and Door Sizes, Types and Direction Of Opening</li> <li>Roof Lines</li> </ol>		
<b>ELECTRICAL PLAN showing:</b>		
<ol style="list-style-type: none"> <li>Exhaust fans, Smoke Alarms and Lighting</li> </ol>		
<b>ELEVATION DRAWINGS showing:</b>		
<ol style="list-style-type: none"> <li>Natural ground level</li> <li>Proposed finished floor and ground level</li> <li>Ceiling height, Roof Ridge height and Roof Pitch</li> <li>Retaining wall heights and details</li> <li>Wall and roof Cladding details</li> <li>Location of all doors and windows</li> </ol>		

**STORMWATER PLAN - Must Comply with the Shire's Stormwater Management Information Sheet available on the website and is TO BE APPROVED BY THE SHIRE'S ENGINEERING SERVICES PRIOR TO ISSUE OF A BUILDING APPROVAL**

1. Location and method of stormwater retention/disposal

**DETAILED CROSS SECTIONS showing:**

1. Footing, Wall, Ceiling, Eaves and Roof Details

**PLANS TO BE INK SIGNED BY A PRACTISING STRUCTURAL ENGINEER:**

1. Footing/Slab Layout and details
2. Wall Framing Details including Bracing, Lintels and Tie Down details
3. Roof Framing Details including Bracing and Tie Down details
4. Retaining Wall Details
5. Statement Of Compliance To Australian Standard 1170.4 For Seismic Actions (Northam **Z = 0.14**)
6. Statement Of Compliance To Australian Standard 1170.2 Or AS4055 For Wind Actions
7. Statement of Compliance for all other relevant Australian Standards
8. Importance Level to comply with the BCA

**FEES to be Paid:**

BCITF levy (for Work over \$20 000 in Value)

Value of construction (inc. GST) \$ x 0.2% = \$

Building Services Levy Fee (all applications)

Under \$45,000 - \$61.65

Over \$ 45,000 Value of construction (inc. GST) \$ x 0.137% = \$

Uncertified Building Application Fee

Value of construction (inc. GST) \$ x 0.32% = \$ (minimum fee \$ 97.70)

Bond for potential rectification of footpath/kerb/verge/stormwater  
(\$1000 if in a townsite and value of works over \$20 000)

Verge Application Fee - \$183.00 if in a townsite and value of works over \$20 000

**TOTAL**

I (enter name) \_\_\_\_\_ being the applicant for this permit, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed:

Date:

**OFFICE USE ONLY**

Receiving officer name:

Signed:

Date:

ASSESSMENT NUMBER

APPLICATION NUMBER

**ALL FEES MUST BE PAID IN FULL BEFORE A BUILDING APPLICATION WILL BE ACCEPTED**

**NOTES:**

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. To ensure that your building application complies with required development approval and the Shires planning strategies please contact the Shire of Northam's Planning Department and arrange a suitable time for an Officer to assess your development.
3. It is the Applicant's responsibility to ensure that a building permit has been issued before commencement of building works. Building without a required permit may incur fines of up to \$50 000 for a first offence.
4. Where a new septic system is proposed or changes are required to the existing system a Septic Tank Approval is required prior to approval of a Building Permit.
5. Fees may be subject to change.