

Supporting Documentation for a Building Licence Application



BUILDING LICENCE APPLICATIONS ARE REQUIRED TO HAVE TWO (2) COPIES OF ALL PLANS as detailed below.

SITE PLAN (drawn to 1:200 scale)

- Setback dimensions – from boundaries and existing buildings.
- Is neighbour input required? If so provide “[Adjoining Property Owners Comment Form](#)”.
- Are septic/leach drains shown?
- Provide contours, datum point and finished floor level.
- Retaining walls: engineers design and verification if over 1.0 metre high.
- Is a PAW or reserve adjoining.
- Provide north point, lot number, lot size and shape
- Indicate the location of the street.

FLOOR PLAN (drawn to 1:100 scale)

- All horizontal dimensions including wall thickness.
- Wall construction e.g. double or single leaf brickwork, stud frame.
- Any required beams e.g. strutting, bulkhead or verandah.
- Doors, windows and other openings must be shown.

SECTION (drawn to 1:50 scale)

- Footings: - sizes and reinforcing, if any, must be shown.
- Slab: thickness and reinforcing if any, must be shown.
- Engineer detail of footing/slab, if required.
- Wall structure: masonry/framed/composite/columns/piers/posts/stirrups.
- Roof tie down method: how far down the wall and how it is fixed.
- Beams/trusses/purlins/girts/rafters/struts, sizes and specifications.
- Method of attachment to existing building e.g. tothing/dowells/brackets/masonry anchors/bolts/screws, etc.
- Vertical heights: wall/rise of roof/dimensions under beams ceiling heights, etc to be dimensioned.

ELEVATIONS (drawn to 1:100 scale)

- Doors, windows, openings, sizes and positions.
- Cladding: type, fixings and finish.
- Gutters & downpipes.

SPECIFICATIONS

- A description of the materials to be used and the methods employed for the application/installation of those materials. Specifications must indicate compliance with Building Code of Australia (BCA).

UNEXPLODED ORDNANCE

- Warnbro Dunes “The Bay” Subdivision and old Warnbro Townsite requires FESA : Unexploded Ordnance (UXO) Services clearance prior to commencement of building work including installation of pools, additions, septic tank systems, etc. Search fees apply. Contact the UXO Branch on 9381 7218 for information.

UXO IS POTENTIALLY VERY DANGEROUS

SIGN LICENCE ([See Form](#))

- Permanent - \$25.00 each – maximum \$50 for multiple signs.
- Temporary - \$25.00 each – maximum \$50 for multiple signs.
- A scaled plan is required to show the position, design, method of construction and proposed method of illumination of the sign. (2 copies necessary).

Note: sign licence will be issued to the person indicated in ‘Builders Details’ on the Application Form.

DEMOLITION LICENCE ([See Form](#))

- It is necessary to comply with strict removal/disposal requirements when demolishing buildings containing asbestos products.
- Fee - \$50.00 Per Storey

Note: demolition licence will be issued to the person indicated in “Builders Details” and a copy sent to the owner of the property.

CROSSOVERS – ENGINEERING & PARKS SERVICES DEPT - (Ph: 9528 0388)

- Prior approval to construct a crossover is not required.
- The crossover must meet all Council Specifications.
- Once the crossover has been constructed a subsidy may be applied for.
- The subsidy amount will depend on the length of the road verge.
- The subsidy application form is included with the specifications.

SEPTIC TANK APPLICATIONS – HEALTH DEPARTMENT – (Ph: 9528 0315)

[\(See Form\)](#)

- Applies to non-sewered sites only.
- Building applications must be accompanied by an “Application to Construct or Install an Apparatus for the Treatment of Sewerage” Form together with the following fees.
- All fees (with the exception of the Health Department of WA application fee) should be made payable to the City of Rockingham: