

Shire of Yalgoo

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CHECKLIST

Building Permit Application Retaining Walls

1. Forms

- Building Permit Application form; either a **certified BA1 form** or an **uncertified BA2 form**. Certified means you have engaged a private Building Surveyor to complete the relevant certificates, uncertified means the Local Authority Building Surveyor will assess and complete the relevant certificates. The duty of the Building Surveyor is to ensure compliance with the relevant building standards, legislative requirements, and town planning matters. See link for forms:

<http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>

- The Shire of Yalgoo Pro Forma Statement on Planning.
For most building proposals, a planning approval will be required before a building permit can be issued. The pro forma is designed to ensure planning is addressed prior to the lodgement of a Building Permit Application, which will in turn assist in the timely processing of the building application.

- Water Corporation Approval Stamp -

This is currently not required in order to obtain a Building Permit. However, you are strongly advised to contact the Water Corporation to ensure connections are available and for the location of existing water reticulation services. Please visit their website for more information:

<http://watercorporation.com.au/Home/Builders%20and%20developers/Building/Lodge%20a%20building%20application>.

- BA20 or BA20A Form for adjoining property owner's consent where works are proposed that will affect adjoining land. For more information go to WA Building Commission website:

<http://www.buildingcommission.wa.gov.au/consumers/work-affecting-other-land>

2. Fees payable

All fees are payable at the time of lodging the application.

3. Plans

General note:

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include a copy of the Certificate of Title containing all details and proof of ownership of the land applicable to the application.

Site Plan (minimum scale 1:200)

- A feature survey indicating a permanent datum point, contours and spot levels of the project area and of any neighbouring land immediately adjoining the project area.
- Clearly indicate all property boundaries, boundary dimensions and existing buildings.
- Clearly indicate the distance from the buildings and property boundaries to the proposed wall.
- Heights of wall along entire length (reference datum point using Top Of Wall (TOW and Bottom Of Wall (BOW)).
- The location of any vehicle access way, driveways, or crossover located within 3 metres of the wall.
- North point.

Elevations (minimum scale 1:200)

- Elevation drawings of each different section including all dimensions and natural ground levels.

4. Wall Details

- Structural detail drawings signed by a practicing and registered engineer for structural adequacy.
- Footing size / material.
- Construction material size and arrangement.
- Minimum and Maximum height requirements.

General Notes:

Important:

- **Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the structure for compliance with the provisions of the National Construction Code.**
- **Retaining walls over 500mm in height require both Planning Approval and a Building Permit before construction can commence.**
- **If a wall is to retain over 1000mm of soil, Structural Engineer's Certification of the system is required.**
- **Where Structural Engineer's Certification is required, please supply a covering letter stating which components of the engineer's drawings are to be utilised during construction, or highlight the components if supplying standard engineer's drawings that contain variable construction methods.**

Contact Details:

Please contact the Shire for further information or explanation on any matters within.

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