

OUTBUILDINGS CHECKLIST

FOR BA2 UNCERTIFIED BUILDING APPLICATIONS

Uncertified (BA2) Building Applications - Class 10a or 10b Structures



(Class 10a or 10b Structures)

This application checklist is for:

**Sheds, Carports, Private Garages, Patios, Water Tanks,
Fences, Stables, and Retaining Walls**

This checklist is to ensure that you have included all required information. Applications cannot be processed without all of the required information. If you have any queries relating to the below requirements, contact the Shire's Building Department on (08) 9622 6100 or email records@northam.wa.gov.au.

All building forms, information sheets, fees and other resources are available at:
<https://www.northam.wa.gov.au/develop-build/building/building-services.aspx>

Section A – All building applications

All items below must be fully completed and finished before including them with your application

Forms & Documents

- Application for Uncertified Building Permit (BA2 Form)

Plans & Technical Specifications

- 1 x Site Plan (Scale 1:200)* - The site plan must show a contour survey or spot levels, proposed finished floor levels, the distance the proposed structure will be setback from the lot boundaries, septic systems & north point.
- 1 x Elevations (Scale 1:100)*
- 1 x Floor Plan (Scale 1:100)*
- 1 x Building / Structure Specifications
- 1 x Engineers Details – including Footing & Slab, Retaining Wall, and Soil/Site Inspection Details*
- 1 x Stormwater Disposal Plan – Stormwater management details*

**A detailed list on the requirements to be included on each type of plan / details and information sheets on stormwater management (e.g. use of a water tank) are available from the Building Services link at the top of this page.*

Section B – All building applications with a project value over \$20,000:

If your application is under \$20,000, skip to Section C

- Construction Training Fund (CTF) Levy Receipt - Completed online at <https://ctf.wa.gov.au/industry/bcctf-levy/> (refer to the 'Payment of the Levy' section)
- Infrastructure Bond Application Form
- Infrastructure Bond Pre-Construction Site Photos – As detailed on the Infrastructure Bond Application Form
- Owner Builder Permit (if you are an Owner Builder)

Section C – Additional documentation

The below items may be required depending on your application

- Bushfire Attack Level (BAL) Assessment / Report (if required)
- Development Application Approval (if required - approval must be previously obtained prior to lodgment)
- Health / Septic Approval (if required – Septic Application must be submitted prior to the Health Department)
- Any Performance Solution (if required)
- BA20 / BA20A Form (if required)

Section D - Payment Information & Fees

To determine the cost of your building application, fee information can be found on our website from the Building Services link on first page of this checklist. Note that applications with a project value over \$20,000 may include additional fees / requirements (as listed in Section C). Applications with payment information included below can be processed faster:

When your application is submitted, if you leave the below amount field blank, we will calculate the application fees for you.

Cardholder Name: _____ Amount: _____
(if blank – fees will be calculated for you)

Card Number:

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Expiry Date: _____ / _____ CCV: _____ Signature: _____

Section E - Submitting Your Application

The Shire of Northam is keen to reduce paper wastage and other non-renewable resources, and encourages building permit applications to be submitted electronically. This is especially important when many documents make up the application.

Your completed Building Application (including this checklist) should be emailed altogether to records@northam.wa.gov.au and titled with the subject line ‘*Building Application - Your Address*’.

Note: Applications that are emailed (with payment details provided above) can be processed faster. If you are unable to include all attachments in one email, attachments can be sent separately – emails should however be shown to be related by using the above subject line naming convention.

Application Notes:

Disclaimers:

1. This document is intended as a guide to assist in your application. The applicant is responsible for providing the correct information for an application. Incomplete applications may not be accepted. Please note that further information may be required for certain applications (including but not limited to the items listed in Section C) and is at the discretion of the Building Surveyor and relevant officers assessing the application.
2. To ensure that your building application complies with required development approval and the Shire’s planning strategies please contact the Shire of Northam’s Planning Department and arrange a suitable time for a Planning Officer to check your proposed works.
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 a fine of up to \$50,000 for a first offence.
4. Application fees, this checklist, and the application process and/or requirements is subject to change without notification.