



# Checklist to accompany an Application for Uncertified Building Sheds, Patios and Carports – Class 10A

BA2

This checklist is to assist applicants to prepare a complete uncertified building permit application for Sheds, Patios and Carports – Class 10A.

A complete building application where all necessary information has been provided will enable the Shire to avoid unnecessary delays in the processing of your application. Please note further information and/or modifications may be requested by the Shire after a full assessment has been undertaken.

Applications can be lodged in the following ways:

- By email at [buildinglodgement@donnybrook.wa.gov.au](mailto:buildinglodgement@donnybrook.wa.gov.au)
- Posted to PO Box 97, Donnybrook WA 6239.
- In person at the Shire Administration Office at 1 Bentley St, Donnybrook.

These items are prescribed approvals meaning that a BA2 cannot be accepted until these have been obtained (where relevant)

DOCUMENTATION		N/A	APPLICANT PROVIDED	ACCEPTING OFFICER
1 <input checked="" type="checkbox"/>	<b>Has Development Approval been obtained (where applicable) Ref No. _____</b> Have relevant conditions of approval been cleared/addressed on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>BA2 Form – Application for Uncertified Building Permit – completed in full.</b> <ul style="list-style-type: none"> <li>• Has Part 4 been completed and signed by the responsible builder?</li> <li>• Has the contract price/value of the building been stated?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Construction Training Fund Levy (CTF) Form or evidence of payment (CTF receipt)</b> Required when the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Where proposed building work will encroach on or adversely affect other land</b> evidence that all consents or court orders have been obtained (Form BA20) and/or statement on application form has been filled out and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND TECHNICAL DOCUMENTS				
5	<b>ARCHITECTURAL PLANS</b> <b>Site plan to a readable scale</b> showing as a minimum. <ul style="list-style-type: none"> <li style="width: 50%;">• all proposed and existing structures including dimensions</li> <li style="width: 50%;">• street names</li> <li style="width: 50%;">• all relevant setbacks</li> <li style="width: 50%;">• lot dimensions</li> <li style="width: 50%;">• cross over and driveway access</li> <li style="width: 50%;">• finished floor levels</li> <li style="width: 50%;">• onsite effluent disposal system position and dimensions (if property not on sewer)</li> </ul> <b>Floor plans to a readable scale</b> showing as a minimum. <ul style="list-style-type: none"> <li style="width: 50%;">• room function and layout</li> <li style="width: 50%;">• window and door openings</li> <li style="width: 50%;">• clear dimensions of all rooms</li> </ul> <b>Elevations to a readable scale</b> showing as a minimum: <ul style="list-style-type: none"> <li style="width: 50%;">• materials i.e. roof and wall claddings</li> <li style="width: 50%;">• ground, floor and ceiling levels</li> <li style="width: 50%;">• window and door openings</li> <li style="width: 50%;">• roof slope</li> <li style="width: 50%;">• dimensions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>Section view/s to a readable scale</b> showing as a minimum:</p> <ul style="list-style-type: none"> <li>• construction details such as materials and insulation requirements</li> <li>• internal/external cladding</li> <li>• dimension, height etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p><b>STRUCTURAL ENGINEERS DRAWINGS</b> – signed &amp; certified by a practising certified Structural engineer.</p> <p>All elements of the building including footings, slab, wall framing, roof framing, floor framing, connections, glazing etc must be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p><b>BUSHFIRE PRONE</b></p> <p>Where the outbuilding is located within a designated bushfire prone area and within 6m of a dwelling, a Bushfire Attach Level Assessment and report is required (unless the works are exempt). Plans/specifications need to be provided that clearly demonstrate how the building meets the appropriate BAL construction standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

