



Checklist to accompany an Application for Uncertified Building Retaining Wall – Class 10B

BA2

This checklist is to help applicants to prepare a complete uncertified building permit application Retaining Walls – Class 10B.

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
- 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	Has Development Approval been obtained (where applicable) Ref No. P _____ <input checked="" type="checkbox"/> Have relevant conditions of approval been cleared/address on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BA2 Form – Application for Uncertified Building Permit – completed in full. <ul style="list-style-type: none"> • Has Part 4 been completed and signed by the responsible builder? • Has the contract price/value of the building been stated? 		<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Training Fund Levy (CTF) Form or evidence of payment (CTF receipt) Required where the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Where proposed building work will encroach on or adversely affect other land 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

6	ARCHITECTURAL PLANS Site plan to a readable scale showing as a minimum. <ul style="list-style-type: none"> <li style="width: 50%;">• all proposed and existing structures <li style="width: 50%;">• street names <li style="width: 50%;">• all relevant setbacks <li style="width: 50%;">• finished wall levels <li style="width: 50%;">• cross over and driveway access <li style="width: 50%;">• lot dimensions <li style="width: 50%;">• onsite effluent disposal system position and dimensions (if property is not on sewer) Elevations to a readable scale showing as a minimum: <ul style="list-style-type: none"> <li style="width: 50%;">• materials <li style="width: 50%;">• ground levels <li style="width: 50%;">• dimensions <li style="width: 50%;">• top of wall and base of wall levels Cross Section of retaining wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7	<p>STRUCTURAL ENGINEERS DRAWINGS – signed & certified by a practising certified Structural engineer.</p> <p>All elements of the structure including footings, connections, mortar etc must be provided.</p>		□	□
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