

GENERAL CHECKLIST FOR UNAUTHORISED CLASS 10 BUILDINGS

1. **Application Form (Form BA13- Application for Building Approval Certificate) completed**

Application forms and guides are available from the Building Commissions website .

<http://www.buildingcommission.wa.gov.au>

A "Certificate of Building Compliance application" will also be required to be submitted. This form will be provided to you at the City of Swan administration centre prior to lodging your application.

2. **CTF Levy** – payable when value of works is above \$20,000. A CTF levy form payment receipt is to be submitted with your application.

3. **Residential Design Codes Variation (if applicable)**

Where the proposed structure does not meet the acceptable development provisions of the Residential Design Codes of Western Australia (R-Codes) with regards to e.g. boundary setbacks, open space, and building height etc, a Codes Approval Application Form (Appendix 1) is to be completed and written comments sought from affected neighboring owners.

There is no guarantee of approval of the variation requested. A copy of the R-Codes can be viewed on the Internet – <http://www.planning.wa.gov.au/637.asp>

4. **Planning Approval**

Please check with our Planning Department on whether your proposal requires a planning approval.

5. **Site Plan**

All boundaries are to be shown including dimensions.

Showing the unapproved building/s with setbacks to boundaries and existing buildings (Please note all existing structures must be shown on site plan).

6. **Working Drawings.**

Including floor plan, elevations, electrical plan, cross section and boundary wall detail (if applicable). Also include photographs of all the elevations of the structure.

7. **Structural Engineers Certification**

Provide a Practising Structural Engineer 's report certifying the structural adequacy of the existing structure. This is to include all remedial works (if applicable) and certification that these works have been completed.

8. Electrical and Plumbers Certification

Where required please provide an electrical and plumbers certification for all applicable work.

9. Fees Payable

All applicable fees for the **Building Approval Certificate and the Certificate of Building Compliance** will be calculated prior to submission.

This list is not a complete list of all requirements but is a general guide of the minimum information required. If you have any further questions or queries please contact the City of Swan's Building Department on (08) 9267 9267.

Definitions

Class 10a - a non-habitable building being a private garage, carport, shed, or the like.

Class 10b - a structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like.