

Information sheet for Uncertified Building Permit Applications

Class 10b buildings (Sitemworks)

Uncertified Application

The City has a statutory assessment timeframe of **25 business days** to provide a determination, which may result in an Approval, a Refusal or a formal Further Information Request.

Please Note: *An assessment will not commence until all prescribed fees have been paid.*

Any Prescribed Planning or Health approvals required under the *Building Act 2011* must be complied with prior to making an application to the City.

In accordance with the *Building Act 2011* the City is unable to issue a Building Permit for a proposed structure, that is attached to an unauthorised structure. In such instances, a Building Approval Certificate for the unauthorised structure must be obtained.

Lodgement

All new Building Permit Applications must be lodged exclusively via the City's Online Services Portal (ePathway):

<https://eservices.swan.wa.gov.au/ePathway/Production/Web/Default.aspx>

If you do not have access to the Portal, please email a request to: eLodge@swan.wa.gov.au

Important Notes:

- Only PDF documents should be submitted. Files must not be password-protected or secured in any way.
- Once your application has been lodged, the City's Building Administration team will conduct an initial review. If it is deemed complete from an administrative perspective, the city will formally accept the application and issue a Payment Request.

Amendments to Building Permits that are currently valid must be submitted via email to:

eApplications@swan.wa.gov.au

Minimum Requirements

1. Fees Payable

All applicable fees are calculated prior to submission of the application.

2. BA2 - Building Permit Application Form – Uncertified

Application forms and guides are available from the Department of Local Government, Industry Regulation and Safety website.

3. CTF Levy Payment Receipt (If Applicable)

This levy is payable when the value of works exceeds \$20,000. A Construction Training Fund (CTF) levy payment receipt is to be submitted on lodgement of the application.

For more information regarding CTF levy payments, please visit the website at ctf.wa.gov.au or contact CTF at [08 9244 0100](tel:0892440100)

4. One complete PDF set of legible plans

Please provide sufficient Site Plan and Elevations to determine compliance. The Site Plan and Elevations should include the following:

- Property address.
- Be to a suitable scale.
- North Point.
- All cadastral boundaries and dimensions.
- Location and dimension of the proposed building/s with setbacks to boundaries and existing buildings.
- All other existing structures.
- Finish Floor Level.
- Datum, contours and spot levels (where applicable).
- Provide the heights of the proposed fill/cut, with distances when a tier system is proposed between the embankments
- Details to how the surface water will be contained within the property boundaries.

5. Contour and Feature Survey (If Applicable)

A current contour and feature survey with the Licensed Land Surveyor's details.

6. Structural Engineer's Certification and Current PII (Professional Indemnity Insurance)

Structural Engineer's Certification that demonstrates compliance with the Building Codes of Australia '*National Construction Codes 2022*' must be lodged with the application.

Please provide a copy of the Structural Engineer's Professional Indemnity Insurance certificate.

Please be aware that the City is required to ensure that the structural engineer can be considered a 'Professional Engineer' as per Building Code of Australia *National Construction Codes 2022*, that defines a professional engineer as a person who is:

- (i) registered in the relevant discipline on the National Engineering Register (NER) of the Institution of Engineers Australia (which trades as 'Engineers Australia'); or
- (ii) eligible to become registered on the Institution of Engineers Australia's NER and has appropriate experience and competence in the relevant field.

7. Site Classification Report

A Site Classification Report prepared by a suitably qualified person and in accordance with the Building Codes of Australia '*National Construction Codes 2022*' must be lodged with the application. Soil classification determined to AS 2870:2011 and Wind classification determined to AS/NZS 1170.2:2021 or AS 4055:2021

8. Planning - Development Approval/Written Exemption (If Applicable)

Please engage with the City's Planning Department to confirm whether a Development Approval or Written Exemption is required for the proposed building works. Any Development Approval or Written Exemption obtained must be submitted with your building application.

For assistance, please contact the City's Planning Department at **08 9267 9267** or via email at planning@swan.wa.gov.au

Please note that this is a general guide of the minimum information/documentation required for lodgement and not a full list of all potential requirements.

Please see the options below should you wish to contact the City of Swan's Building Services for further queries:

Phone number: (08) 9267 9267.

Email: eBuilding@swan.wa.gov.au

Address: City of Swan Administration Office 2 Midland Square MIDLAND WA 6056
PO Box 196, Midland DC WA 6936