

GENERAL CHECKLIST FOR APPLICATIONS FOR BUILDINGS CLASS 2-9 - CERTIFICATE OF DESIGN COMPLIANCE

All Class 2-9 buildings must be certified when submitting the application to the permit authority. A certified application is where a Certificate of Design (CDC) has been signed and issued by a private building surveyor contractor. The City of Swan can also provide this service.

Should you wish to engage the City to provide the CDC service you will need to complete our service agreement. At the same time you may submit the application for the building permit (BA01 form), but please note the building permit cannot be issued until the CDC has been granted.

The information required for the CDC assessment service are;

1. FORMS

- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only)
- Energy Efficiency conformance report which demonstrates compliance with Section J of the Building Code of Australia (Volume 1).
- Application for Planning Approval (Schedule 6 in LPS 17)
- Home Indemnity Insurance Certificate- may be required for Residential & mixed use development etc.
- **CTF Levy** – payable when value of works is above \$20,000. A CTF levy form payment receipt is to be submitted with your application. (when submitting the BA01 form)

2. PLANS

Note: A copy of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

2.1 Site plan (minimum scale 1:200) Please supply a current fully dimensioned Contour and Feature Survey Diagram (must be certified by a Licensed Land Surveyor) showing:-

- North point, a datum point, contours, spot levels and features
- All property boundaries and boundary dimensions
- Finished Floor Level to proposed structure
- Retaining walls and stabilised embankments – locations and heights (levels top and bottom)

- Height and extent of proposed earthworks
- Existing vehicular access AND proposed vehicular access and new or amended crossover
- Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features
- Show parking bay(s) for people with disabilities
- Distance from the existing buildings and property boundaries to the proposed structure
- Location of sewer connection point or position of effluent disposal system (unsewered areas), any easement and any piped service traversing the site,.
- All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by, the proposed development including the finished floor levels

Note: You are required to supply a current Contour and Feature Survey Diagram by a certified Licensed Land Surveyor.

2.2 Pavement and Stormwater Drainage Plan (minimum scale 1:200) showing:

Drainage design must be certified by a Practising Civil Engineer or Hydraulic Consultant. (A Registered Plumber with drainage design expertise may provide a drainage design for two to eight residential units or dwellings in sandy soil conditions with individual soakwells.)

- Existing and proposed ground levels of the site and abutting road reserve.
- Existing and proposed utility pits and stormwater, drainage and utility manholes including invert levels and pipe sizes
- Proposed car park, hardstand and driveway locations, levels (including high and low points) and construction details specifying materials to be used, thickness and surface type.
- Proposed internal drainage system including pipe gradients, pipe size, length and invert levels and manufacturers specifications for pipe cover, bedding and jointing.
- Manhole and grated gully locations with lid levels
- Intended connection point into City of Swan drainage system including existing invert level
- Details that the design will cope with a 1 in 5 year storm and incorporate a 1 in 100 year overland flow to a public roadway or an approved City disposal point.
- Refer to City of Swan's Engineering design guidelines. These are available on the City of Swan website - <http://www.cityofswan.com.au> – Engineering - Engineering Design Guidelines

2.3 Floor Plan (Minimum Scale 1:100)

- All dimensions of buildings

- Room names
- Location of windows and doors showing their sizes
- Show locations of any stairs or ramps
- Extent of Fire Resistant Construction and Fire Resistant Level to be clearly shown
- Ridge, valley, eaves line and downpipe locations

2.4 Elevations (Minimum scale 1:100, minimum of four elevations)

- Existing ground level and proposed finished floor, ground and pavement levels
- Location and dimensions of doors and windows (including direction of opening) eg. Fixed or sliding
- Height of ceiling and external walls
- Height of ridge and roof pitch
- Roof structure details including ceiling and wall heights
- Type of materials used

2.5 Cross Sectional View (Minimum scale 1:100)

- Finished ground, floor and pavement levels
- Type of sub-floor structure e.g. Concrete footing and slab or frame
- Roof structure details
- Ceiling and wall heights

2.6 Facilities For People With A Disability (In accordance with the BCA and AS1428)

- Car parking location, finished pavement levels, dimensions and signage
- Ramp details including gradients, landings, width, kerbing and handrail location
- Threshold details to entrances
- Layout of sanitary facilities indicating position of pan & cistern, basin, door, grab rails, toilet roll holder, mirror and light switch
- Hearing augmentation system
- Tactile indicators

3. SPECIFICATIONS

Note: Two (2) complete specifications must be submitted with your application.

- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the BCA and relevant Australian Standards.
- Door schedule describing the door, door frame and associated hardware.

4. TERMITE MANAGEMENT

- Termite Management details.

5. SERVICES AND EQUIPMENT

Note: The design of Services and Emergency equipment to be certified by an appropriately qualified person, confirming the proposal meets the requirements of the Building Code of Australia. Specifications and details for Services and Equipment must also be provided.

5.1 Emergency Lighting, Exit Signs and Warning Systems

- Ceiling plan showing locations of Emergency lights, Exit signs and Detectors
- Electrical circuit diagram

5.2 Fire Fighting Equipment

- If applicable plans showing locations of Fire Extinguishers, Hydrants within the lot or street, Hose Reels, Sprinklers and Wall Wetting Sprinklers

5.3 Smoke Hazard Management

- Plan(s) of Smoke Hazard Management system

5.4 Ventilation

- Plan(s) of mechanical ventilation system. or,
- Method of natural ventilation

6. STRUCTURAL ENGINEERS DETAILS

Note: Your plans, details and specification must be certified by a Practicing Structural Engineer.

6.1 Site Report

- Site Classification as per the Building Code of Australia
- Recommendations for earthworks, foundations and drainage

6.2 Structural Concrete

- Concrete specifications
- Footing and slab dimensions
- Reinforcement size and waterproof membrane location
- Structural Engineer's plans to include certification that concrete external walls (Tilt-up and precast panels) meet requirement of C1.11 of the BCA

6.3 Structural Frame

- To be in accordance with appropriate Australian Standard
- Timber balconies or decking at 1.0m (or higher) above ground level to be certified by a structural engineer.

6.4 Retaining Wall

- Drawing (including cross-section) and specifications of materials to be used
- Show existing and proposed finished ground levels
- Footing
- Wall thickness
- Profile and structural components
- Provision for drainage
- Details of any surcharge or superimposed loads

7. OTHER INFORMATION REQUIRED

- Door schedule with all associated door hardware and frames to required exits.

8. APPROVAL TO COMMENCE DEVELOPMENT (PLANNING APPROVAL) ALREADY GRANTED

- If Application for Planning Approval (Schedule 6 in LPS 17) has already been approved, have ALL of the conditions of that approval been met and/or completed?

9. FEES PAYABLE

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

Please note all documents are to be numbered (i.e. 1 out of 4 etc.) and all drawings are to be to a workable scale, for example - 1:100 for floor plans and elevations, and 1:200 for residential site plans.

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.