

Application for

Certificate of Design Compliance Class 2 - 9

**Building Act 2011
Building Regulations 2012**

Copyright Notice: The City of Swan owns the copyright in this document and any use without the permission of the City of Swan is prohibited.

Date of last update: July 2021

Office use Only

Application Number

Application Form

Property Address		
Lot Number:	House Number:	Street Name:
Suburb & Post Code:		

Please indicate the type of Structure		
<input type="checkbox"/> Factory	<input type="checkbox"/> Office	<input type="checkbox"/> Public Building
<input type="checkbox"/> Shop	<input type="checkbox"/> Shop Fit Out	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Other : (Please state the Building/structure type)		

Floor area of the structure	m ²
------------------------------------	----------------

Estimated value of building work (including GST)	\$
The estimated value of the construction work is the sum of the value of all goods (including manufactured goods); labour; services necessary; fees payable; overheads and profit margins.	

Applicant Details	
Applicant Name:	
Applicant Address:	
Applicant Preferred Numbers:	(Mobile)
Applicant Email Address:	
<p>I wish to engage the services of the City of Swan to prepare a Certificate of Design Compliance as per the attached Terms and Conditions.</p> <p>I hereby certify that the plans, drawings and other documentation provided, or subsequently supplied at the request of the City of Swan, are a current and accurate representation of the proposed structure(s) to which this application relates.</p> <p>I hereby acknowledge that the Certificate of Design Compliance does not constitute an approval to build the proposed structure and that a separate Building Permit application must be submitted under the Building Act 2011.</p>	
Applicant's Signature:	Date:

Terms and Conditions

Application

1. The Applicant wishes to submit an application for a building permit and seeks to engage a Building Surveyor of the City of Swan to prepare the Certificate of Design Compliance for the proposed building works.
2. The City has agreed to provide the service of a qualified Building Surveyor upon the terms and conditions contained in this Application.
3. The Applicant must complete the attached application form and submit it with the documents listed below:

Drawing Package

- Architectural Drawings- Site Plan, Floor Plan, Elevations
- Structural Engineer's Drawings (certified)
- Any other drawings as requested by the City of Swan

Technical Documents

- Energy Efficiency documentation
- Engineering
- Soil Report etc
- Any other documents as requested by the City of Swan

Specification for the works proposed

- Specification of works for Brick or Timber construction

4. Fees are payable at lodgement.
5. The Applicant should retain a copy of this document.

Fees

The rates quoted below are inclusive of GST

Up to \$350,000	\$552.00
More than \$350,000	0.15% of Construction Value
Consultation Fee (per hour)	\$166.00

Note:

- **Where extra information or amended documentation is required, an additional hourly fee will be payable.**
- **Fees are non-refundable**

Applicant's Initial _____

Provision of Certificate

1. The City undertakes to provide a suitably qualified Building Surveyor to examine the drawings and specifications and to address any specified requirements contained in Building Regulation 18A.
2. The Applicant acknowledges that this Application relates only to the provision by the City of a Certificate of Design Compliance and that other documentation, assurances, certifications and fees are required to allow the City, as permit authority, to grant a building permit.
3. Alternative Solutions may be considered on a case-by-case basis and will be subject to additional fees at the hourly rate for consultation.
4. Additional costs will apply for:
 - a. Meetings that the City attends on behalf of the applicant
 - b. Extra site inspections
 - c. Additional expenses including photocopying, printing and courier charges
5. If the Applicant has not addressed any request by the City for information within 21 days or there is an outstanding payment due, the City may decline to act.
6. The City will not approve or issue the Certificate of Design Compliance until all fees are paid.
7. The obligations of the City terminate on the provision of a Certificate of Design Compliance to the Applicant unless otherwise agreed by the parties in writing.

How to lodge this application

By Email: eApplications@swan.wa.gov.au
By Mail: PO Box 196, Midland WA 6936
In Person: City of Swan Administration Centre, 2 Midland Square, Midland
By Fax: 08 9267 9444

Applicant's Initial _____