



Shire of Brookton

Uncertified Building Application Checklist

Commercial

Required information	No	Yes
Copy of Planning Approval Certificate from Local Government Authority		
Builders Name, Address and Registration Number		
Owner/Builder Statutory Declaration x Number of Owners or appointed agent		
Owner-Builders/name/address/ Registration Number		
Application Form Signed by Builder		
Market Value of Total Works		
Consent of adjoining owner /court order to authorize encroachment/impairment of adjoining lands		
2 x Site Plans to Scale Showing: <ul style="list-style-type: none"> - Size, shape and position of the block - Location and names of streets - Boundaries and contours at 500mm intervals - Location and dimensions of existing structures, trees, etc - Location of proposed development with boundary clearances (setbacks) clearly marked - Location of retaining walls - Location of septic tanks and leach drains - Datum point, proposed FFLs and FGLs 		
2 x Floor Plans showing room sizes, window sizes and location of smoke alarms		
2 x Elevations showing natural ground level, proposed FFL and FGL		
2 x Cross Sections showing footings, walls, eaves and roof details		
2 x Specifications		
2 x Signed Engineers details for footings, walls, retaining walls and structure as required including Seismic zone/wind load/soil type		
Council Building surveyor to Certify or referred to external surveyor/Certifier		
All plans signed and certified by a structural engineer		
Termite treatment details		
Energy efficiency compliance		
Ventilation/ air-conditioning compliance (5-9)		
Lighting compliance (5-9)		
Copy of Planning Approval Certificate from Local Government Authority		
Heritage approval		

FESA approved plans		
Environmental Health Completed septic system application form with 2 x copies of plans if required		
Department of Environment and conservation		
Department of Water		
Water Corporation approved plans		
Application to be signed by each owner of the property or appointed agent		
Home indemnity/professional indemnity insurance Certificate obtained		
BCITF levies have been paid		
Deposit paid for footpath/kerb damage etc.as required		
Power supplier		