



Shire of Brookton

Uncertified Building Application Checklist

Retaining wall earthworks

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 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 if greater than 600mm		
Council Building surveyor to Certify or referred to external surveyor/Certifier		
All plans signed and certified by a structural engineer		
Termite treatment details if using at risk materials		
Copy of Planning Approval Certificate from Local Government Authority		
Heritage approval		
Department of Environment and conservation		
Application to be signed by each owner of the property or appointed agent		
BCITF levies have been paid if over \$20,000		
Deposit paid for footpath/kerbing damage etc.as required		