# UNCERTIFIED BUILDING APPLICATION CHECKLIST - OUTBUILDINGS (Class 10)

**Plans and documents including the application form to be lodged on the online services portal**

<table>
<thead>
<tr>
<th>INFORMATION REQUIRED</th>
<th>Tick Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning approval - number (if applicable)</td>
<td>N/A</td>
</tr>
<tr>
<td>Septic System application form; OR, system approved (if applicable)</td>
<td>Yes</td>
</tr>
<tr>
<td>Water tank manufacturers engineers specifications (if applicable)</td>
<td></td>
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</tbody>
</table>

**FEES**

- Fee Paid for Permit Authority  
  [0.32% of value – minimum $105.00]

- Fee Paid for Building Services Levy  
  [0.137% of value over $45,000 – minimum $61.65]

- BCITF Levy Paid  
  [0.2% of Value of Works IF greater than $20,000]

**REQUIRED PLANS**

**PLANS TO BE SUBMITTED IN DIGITAL FORMAT**

- **Site Plan**
  - Scale: minimum scale 1:200
  - Showing:
    1. Size, Shape and position of the block; with LOT number, street names & North Point
    2. Boundaries and contours or spot levels relating to Finished Floor Level [FFL]
    3. Datum Point, Proposed FFLs and Finished Ground Levels [FGL]
    4. Location and dimensions of existing structures, AND proposed works with setbacks
    5. Extent of earthworks and retainer walls
    6. Location of existing or proposed septic tanks and leach drains
    7. Location and method of storm water retention/disposal
    8. Proposed vehicle access and crossover (if applicable)

- **Floor plan**
  - Scale: minimum scale 1:100
  - Fully dimensioned, showing:
    1. Door and window openings, type, and dimensions

- **Elevation Drawings**
  - Scale: 1:100
  - Showing:
    1. Natural Ground Level [NGL]; FFL and FGL
    2. Ridge height and pitch; wall height; retaining wall heights

- **Detailed Cross Sections**
  - Scale: 1:50
  - Showing:
    1. Footings, slabs, walls, eaves, roof framing

- **Structural drawings**
  - Generic certified specs OR dwgs certified by Consulting Engineer:
    1. Structural certification if the structure is of metal construction
    2. Details for Footings/Slab – dimensions; steel reinforcement etc. (if applicable)
    3. Walls and roof structure and bracing
    4. Retaining Walls (over 0.5m)

- **Bushfire Prone Areas - BAL report**
  - AND, materials specification sheet (if applicable)
    1. Where an outbuilding is within 6.0m of a dwelling, the outbuilding design must meet
    AS3959 – Building in Bushfire Prone Areas

**I (enter name) being the applicant for this permit, acknowledge that should any information not be included, the application will be incomplete and I will have 21 days to provide the information.**

Signed: ___________________________  Date: ___________________________
CITY of BUSSELTON
OUTBUILDINGS

Primary Street

Setback for secondary street 1.5m; OK to have 2nd Xover - max 5m total width.

R20+ Walls on boundary Max. 9.0m total length up to one side boundary.

R20 468m²
Proposed Shed: 42m²

R20 468m²
Proposed Shed: 24m²

R20 468m²
Proposed Shed: 36m²

R20 468m²
Proposed Shed: 18m²

R20 468m²
Existing Shed: 36m²

R20 468m²
Shed area = lesser of 90m² OR 10% of lot

R20 468m²
Shed management - connect to existing system on site or new soakwell

R15 800m²

R15 400m²

R30 400m²
Secondary SI - 1.5m setback

R30 400m²
R30 + Walls on boundary 2/3 total length of boundary up to one side boundary.

Requirements
Site plan: Drawn to scale 1:200; show proposed shed, dimensioned and floor area;
Setbacks from boundary;
Show roof line or skillion;
Storm water management;
Show ALL outbuildings; total area lesser of 90m² or 10% of lot
Wall height max. 2.7m OR Codes Variation

** Refer to Council Policy for Outbuildings

The examples above are NOT exclusive and are intended only as a guide.
Please contact the Building Department for further advice.

OUTBUILDINGS 1:500@A4
EXAMPLE 1

THE HEIGHT OF THE SHED IS FROM NGL AT BOUNDARY TO TOP OF WALL.

SOUTH ELEVATION

SHOW RETAINING WALLS
A RETAINER WALL ON A BOUNDARY WILL REQUIRE ADJOINING OWNERS CONSULTATION

NORTH ELEVATION

DRAW 4 X ELEVATIONS AND SHOW ALL OPENINGS

EXAMPLE 2

A SHED "CUT IN" WILL HAVE A LESS EFFECTIVE HEIGHT

SAMPLE ONLY

SHED APPLICATION
ELEVATIONS 1:100