



Peppermint Grove

The Garden Shire

Information Sheet – Building Applications

Shire of Peppermint Grove

Purpose

This Information Sheet is regularly updated to assist proponents to navigate the building approvals process and understand the mandatory information required to accompany individual applications for them to be accepted.

The Information Sheet additionally seeks to expedite determination of building applications by improving the standard of submissions and identifying the prerequisites for determining applications. It is the responsibility of a proponent to undertake their own due diligence with respect to environmental constraints and title encumbrances (e.g. easements, restrictive covenants). Proponents must also ensure that, if required, development approval is first obtained or to familiarise themselves with the conditional requirements of the development approval to ensure that the works have complied or is complying with the approval.

This Information Sheet should be read in conjunction with the Building Act (WA) 2011, the Building Regulations 2012 and the Information Sheet for Residential Development

Defined terms in Shire's Local Planning Scheme no. 4 (LPS4), the R-Codes or local planning policies are in italics.

Prerequisites for Lodgement

S20(1)(n)(o) and S21(1)(n)(o) of the Building Act (Act) requires in relation to building work and demolition work (respectively) that an applicant obtains each authority under a written law and has complied or is complying with each of these authorities. In lay persons terms this means that should development (planning) approval be required it must be obtained prior to the issuance of a building permit and any conditional requirement for the approval to have force or effect must be satisfied prior to the Shire granting your building permit.

In accordance with S21(1)(l) of the Act a building permit cannot be granted until any applicable CTF Levy has been paid.

Should development approval not first be obtained your building application may be refused.

Development Controls

The majority of building applications lodged to the Shire of Peppermint Grove (Shire) are for residential work. The Residential Design Codes of Western Australia (R-Codes) provides a comprehensive basis for the control of residential development throughout Western Australia. Information on the R-Codes and the codes themselves can be found on the state government's website www.wa.gov.au/government/document-collections/residential-design-codes

Development approval is required for works, including demolition, internal alterations and fencing, associated with a heritage property on the Shire's Heritage List. Otherwise, proposals that are fully compliant with the R-Codes deemed-to-comply provisions and the Shire's local planning framework are exempt from development approval.

Proponents should confirm the planning controls and environmental constraints affecting their land and obtain a current copy of title to identify the location of easements. A land enquiry should be undertaken to identify planning controls using the Plan WA map viewer found on the Department of Planning Lands and Heritage website www.planning.wa.gov.au/mapping-and-data/planwa

A Deemed-to-Comply Check can be lodged to confirm whether a proposal is compliant with the deemed-to-comply provisions of the R-Codes and the local planning policy framework. Further information regarding obtaining this advice can be found on the Department of Planning Lands and Heritage's website www.wa.gov.au/system/files/2021-07/PD-Clause-61A-Guidelines-.pdf

Early engagement with Development Service staff can identify the most expedient pathway to obtain the relevant consent(s) and ensure your proposal aligns with the with the planning policy framework.

Planning Policy Framework Requirements

All local governments have a nuanced local planning policy framework which informs whether additional information is required to be submitted with building applications. State planning policies 3.7 Planning in Bushfire Prone Areas and 5.4 Road and Rail Noise also guide development in the Shire. For building applications which are exempt from development approval the following additional information is required:

- Unless deemed by the Shire to be a negligible risk a Construction Environmental Management Plan (CEMP) is a standard requirement for all demolition permits, development applications, and works exempt from development approval that require a building permit.
- Unless a Deemed-to-Comply Check has been undertaken on unchanged floor plans and has assessed the plot ratio to be compliant, building works in areas coded R20 or lower that that increase or reconfigure floor area must include *plot ratio* calculations and/or working drawings.
- Unless a Deemed-to-Comply Check has been undertaken on unchanged elevations and floor plans and has assessed compliance with quiet house design requirements, building works that increase or reconfigure habitable floor area within the State Planning Policy 5.4 Road and Rail Noise policy area must include a statement of physical mitigation measures commensurate to a validated noise exposure forecast in accordance with the Road and Rail Noise Guidelines. A Noise Management Plan is required for proposals within twenty (20) metres of Stirling Highway.

Home Indemnity Insurance Certificate (HII Certificate)

Unless building applications are lodged by an owner-builder or the works are exempted under the Home Building Contracts (Home Indemnity Insurance Exemptions) Regulations 2002 a HII Certificate must be provided for building work that exceeds \$20,000.

Determining the Value of Work

The value of building works normally reflects the contract value and can be validated by a HII Certificate. In the case of an owner builder application where further validation is required the Shire may require a cost estimate report, or an independent quantity surveyor detailed cost report prepared by a chartered quantity surveyor from the Australian Institute of Quantity Surveyors (AIQS) or the Royal Institution of Chartered Surveyors (RICS) that follows the AIQS Practice Standard.

When estimating the value of building work, Schedule 1 of the Building Regulations 2012 (Regulations) requires that the value is the sum of the value of the following relevant components (including GST).

- All goods (including manufactured goods forming part of the work)
- Labour
- Services necessary
- Fees payable
- Overheads to be met
- Profit margin

More information can be found in [Industry Bulletin 76 – Estimating the value of building work](#). The value of unauthorised work is the current value of the work as determined by the Shire.

Construction Training Fund (CTF) Levy

The CTF levy applies to construction work whether or not a building permit is required and must be paid before a permit can be issued. For applications lodged up to 30 June 2026 the CTF levy is calculated at 0.2% of the value of construction work (including GST) where the total estimated value of the work is more than \$20,000.00, from 1 July 2026 the CTF levy will apply when the value of construction work (including GST) is more than \$100,000. The CTF levy is paid directly to the Construction Training Fund via an online portal [Home - Construction Training Fund](#).

A payment receipt must be submitted with your building application.

(BA1) Certified Building Applications and (BA2) Uncertified Building Applications

Certified building applications are typically lodged by a private building surveyor using the BA1 Form accompanied by a (BA3) Certificate of Design Compliance and supporting documentation. These applications are determined within ten (10) working days of lodgement provided the submission is complete and compliant with the requirements of the Act.

Uncertified applications can be accepted for Class 10a and 10b structures such as outbuildings, retaining walls and fences using the BA2 Form. Unless otherwise extended in consultation with the applicant, the Shire has within twenty-five (25) business days to decide on an application provided the submission is complete and compliant with the requirements of the Act.

Uncertified building applications are assessed by the Shire's contracted building surveyors at the City of Nedlands who issue a BA3 Certificate of Design Compliance in lieu of a private building surveyor. The City of Nedlands will liaise directly with applicants as required to expedite issuance of the BA3 Certificate of Design Compliance.

Lodgement and Assessment Process

The Shire accepts applications via email admin@peppermintgrove.wa.gov.au by mail, or over the counter.

Shire administration staff will check that all mandatory documentation has been provided and that forms, certificates and notices have been correctly filled and signed before accepting an application and requesting or processing payment of the fee. Incomplete applications will not be accepted and returned.

Complete applications are assigned a reference number and payment of the fee either processed over the counter or requested via email by the following working day. Shire technical staff will then undertake an assessment to ensure that the proposal aligns with any corresponding development approval and that supporting documentation is satisfactory.

For Uncertified Building Applications the City of Nedlands will further assess whether the supporting technical documentation is satisfactory to issue a BA3 Certificate of Design Compliance to enable the Shire to issue a permit.

Should documentation be incomplete, missing, or there be an error in the information provided a written request under S18 of the Act for further information to be provided within twenty-one (21) days will be made. Should outstanding information not be provided within the prescribed period your building application may be refused. The period to provide additional information including evidence of compliance with any development approval can be extended upon request and agreement.

Building permit applications do not have a formal advertising process however courtesy notifications are typically undertaken by the Shire for building and demolition works that do not require development approval. Proponents are encouraged to implement their own consultation processes.

Upon prior agreement development and building applications can be concurrently processed for minor works not impacting a neighbour, or works associated with a heritage listed property that is otherwise compliant with the planning policy framework and not impacting the original fabric of the place.

Required Information

A Checklist is attached to this Information Sheet for lodging a BA1 Certified Application.

This Checklist can also assist the preparation of an Application for a BA2 Uncertified Application. As a minimum the City of Nedlands building surveyors will architectural drawings and structurally certified plans.

BA5 Demolition Permit Applications

Any person intending to demolish or remove a structure is required to obtain a Demolition Permit prior to commencing the works. Notable exemptions include a patio, shed, swimming pool or similar structure that does not exceed 40m² in area.

A standalone Demolition Permit need not be lodged for demolition of Class 1 or Class 10 buildings or structure should the demolition be captured in a BA1 Certified or BA2 Uncertified application.

Development approval is also required to demolish a building or structure on a heritage-listed place regardless of whether exemptions apply under the Building Regulations.

Where full site demolition is proposed or whether demolition works are proposed for unoccupied sites a rodent treatment plan must be provided. Contractors are to use Natural Rodenticides or First Generation Anticoagulant Rodenticides (FGAR) to avoid the secondary poisoning of wildlife. Non-coagulant rodenticides (NAR) or Second Generation Anticoagulant Rodenticides (SGAR) are not permitted to be used within the Shire of Peppermint Grove.

BA19 Requests to Amend Building Permit or Builder's Details

BA19 applications are lodged to substitute a replacement builder where the nominated builder is unable to continue the building work, generally due to insolvency, death or disappearance. If a homeowner enters into a new contract with a replacement builder, that contract will require a HII Certificate. A copy of the new HII Certificate should be provided with the application. Please allow ten (10) working days for the application to be processed.

There is no mechanism under the Act or the Building Regulations 2012 (Regulations) to amend works approved under a building permit. A new BA1 application is required to be lodged for any change that requires reissuance of a Certificate of Design Compliance. The value of works is based on the value added to the approved work building work.

Trivial changes to an approved architectural plan such as substituting building materials which do not require the amendment of a corresponding development approval, or the reissuance of a Certificate of Design Compliance, may not require a formal approval process. At its sole discretion the Shire may replace an existing endorsed plan held on file under the de minimis principle.

BA22 Application to Extend Time

Once the duration of a building permit has lapsed (typically two years), the permit is no longer in effect and continuation of the building work may be unlawful – unless the duration of the permit is extended. Work can recommence once an application to extend the building permit has been submitted to the relevant permit authority.

The time extension process involves completing a BA22 Form. An application can be made either before or after the expiry day of a permit. The Shire may refuse to accept an application if the delay in making the application is deemed unreasonable or made more than twelve (12) months after the expiry date. Once the application is made, the permit continues to have effect on and from the expiry day or the day immediately following the expiry day until the Shire makes a decision to extend the time during or a BA7 Notice of Completion is lodged. [Industry Bulletin 152](#) provides further information.

Retrospective Building Works and Application Process

The Shire may issue a stop work order and/or take enforcement action where building works have been undertaken without approval. A court has the authority to order unauthorised building works to be demolished and imposes significant financial penalties. Insurance policies may also be voided or not cover unauthorised works. Persons undertaking building work are obligated to satisfy themselves whether local government or other consents are required.

The issuance of a retrospective approval incurs additional application fees and can compromise the ability of a private building surveyor to certify building compliance or for structural certification to be obtained.

BA13 Application for Building Approval Certificate

A person may apply under S51(3) of the Act for a Building Approval Certificate for a building or an incidental structure in respect of which unauthorised work has been done. This type of application would also apply to a Class 2 to Class 9 building that does not require an occupancy permit.

An Application for Building Approval Certificate shall be accompanied by:

- [BA13 Form](#) – Application for Building Approval Certificate
- [BA9 Form](#) – Application for Occupancy Permit if required
- BA18 Certificate of Building Compliance issued by a private certifier
- Plans or specifications as referenced on the BA18 Certificate
- Engineers Certification (if required)
- A Construction Environmental Management Plan (if required), and
- Any photographic documentation

A Certificate of Building Compliance confirms the building is compliant with the relevant Building Standards and is issued by a registered building surveyor.

The relevant Building Standards for an unauthorised building or structure are set out in the National Construction Code that is in effect at the time the BA13 application is made.

Unless otherwise extended in consultation with the applicant, the Shire has ten (10) business days to decide on a retrospective application provided the submission is complete and compliant with the requirements of the Act.

Application for Occupancy Permit

A person may apply under S51(2) of the Act for an occupancy permit for a building in respect of which unauthorised work has been done.

Other approvals administered by the Shire (such as planning or health) may also be required prior to the issuance of a Building Approval Certificate.

Retrospective Compliance with the Planning Policy Framework

Proposals for replacement houses, significant alterations and/or additions, or where an existing street wall or fence is proposed to be modified are encouraged and may be required to retrospectively address visual permeability and the provision of unobstructed sightlines to ensure safety and visibility.

Bushfire Prone Areas

Class 1 and 10a structures associated with a Class 1 vulnerable use building located within a bushfire prone area, will require a Bushfire Attack Level (BAL) Assessment to be submitted. The BAL rating should inform the design and construction requirements necessary to achieve compliance with AS3959:2018: Construction of Buildings in Bushfire Prone Areas. The Bush Forever reservation along the foreshore is classified as Class A Forest and portions of which has an effective slope exceeding 20 percent. Where building work is within 100 metres of mapped vegetation and the effective slope exceeds 20 percent a Method 2 BAL Assessment must be prepared by a level 3 BPAD qualified practitioner. The Map of Bushfire Prone Areas can be found on the Landgate website <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

Construction Environmental Management Plans (CEMP)

It is best practice that a CEMP be prepared to ensure demolition and building works are effectively managed in a way that maintains the high residential amenity of the locality. Unless deemed by the Shire to be a negligible risk a CEMP is a standard requirement for all demolition permits, development applications, and works exempt from development approval that require a building permit

The content of a CEMP must have a nexus between what is being proposed and the control measures to be employed. A CEMP must articulate adequate management measures to mitigate noise, dust, traffic and other risks commensurate to the scale of the development. A site plan should also be provided that identifies the location of loading and unloading areas, parking and laydown areas, bulk bins and temporary buildings. Unless otherwise justified and approved by the Shire, construction materials, laydown areas, bulk bins and temporary buildings must be wholly contained within the *site*.

Depending upon the scale of the development and *site* context noise management plans, traffic management plans, asbestos management plans, and dilapidation reporting may be required to be prepared and implemented by suitably qualified organisations or personnel.

Local Planning Policy 8 – Construction Environmental Management Plans provides further guidance on the objectives and contents of a CEMP and includes a Site Risk Assessment Matrix to determine the risk classification. The risk classification informs baseline dust and sediment control measures.

It is the builder's responsibility to ensure that the CEMP is adhered to and that the prior written consent of the Shire is obtained for any variations.

Noise Management

Work shall be conducted in accordance with the Environmental Protection (Noise) Regulations 1997, and section 6 of AS 2436:2010 - Guide to Noise and Vibration Control on Construction, Demolition, and Maintenance Sites. Activities likely to generate significant noise will, wherever practical, be scheduled between the hours of 0700 and 1800 and not on Sundays or Public Holidays.

Dust Management

The Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities (Guidelines) identify best practice provisions, contingency arrangements and monitoring requirements for negligible risk, low risk, medium risk and high-risk activities. The Guidelines can be found here <https://www.wa.gov.au/government/publications/guideline-managing-the-impacts-of-dust-and-associated-contaminants-land-development-sites-contaminated-sites-remediation-and-other-related-activities>

A notice erected on site providing the contact details for the site supervisor and a complaints management system is adequate to satisfy the monitoring requirements for most activities. Dust monitoring systems need only be implemented for high-risk activities in the immediate vicinity of sensitive land uses.

When construction is likely to occur during the dry period 1 October – 31 March low risk activities are deemed medium risk and medium risk activities are deemed high risk.

Traffic Management

On street parking is often limited and may be subject to parking restrictions. The ability to deliver and remove waste materials is often further compromised by narrow streets or streets without compliant cul-de-sacs, obligations to not obstruct *streets*, *rights-of-ways* or footpaths, competing construction activities, and congestion associated with school drop off and collection.

Unless evidenced to be impractical, building materials must be delivered and waste collected from within the site. Heavy rigid vehicles (12.5m or greater in length) or articulated vehicles are to egress a site in forward gear which may require separate entry and exit points. Turning templates should be provided for all heavy rigid or articulated vehicle movements.

The CEMP should identify the largest Class of service vehicles and the frequency and hours for deliveries. Where heavy rigid vehicles are to be restricted, or deliveries were to occur outside of peak school periods, the practical means to manage these arrangements must be demonstrated. Where temporary obstruction of streets, rights-of-way or footpaths are unavoidable, traffic control measures including directional signage, the use of qualified spotters and the means to notify affected neighbours and the Shire must be stipulated.

On-street parking spaces cannot be reserved or quarantined, nor can the Shire issue parking permits to vehicles not registered to a resident. Parallel parking bays along The Esplanade must always remain available for the public. On-site parking is encouraged. On street parking constraints should be acknowledged.

Development Bonds

Local Planning Policy 9 – Development Bonds has been adopted to ensure that funds are available in the event of damage to street trees and infrastructure resulting from the development of land and buildings and to ensure that conditions of planning approval are met.

At the discretion of the CEO a bond may need to be lodged for significant construction projects, to ensure the completion of ancillary and retrospective compliance works not otherwise linked to occupancy, or where management measures can mitigate but not eliminate foreseeable risk(s) to public or Shire assets.

Aboriginal Cultural Heritage

An amended Aboriginal Heritage Act 1972 (AHA) came into effect on 15 November 2023 and is administered and enforced by the Department of Planning, Lands and Heritage. It is the proponent’s responsibility to undertake due diligence assessment and adhere with the AHA. The legislation and information regarding heritage laws and approvals can be found on the Department of Planning Lands and Heritage’s website www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/aboriginal-heritage-act-western-australia

Additional Information

Shire of Peppermint Grove Local Planning Scheme No. 4 [Shire of Peppermint Grove planning information](#)

Deemed-to-Comply Check Form for Single Houses www.wa.gov.au/system/files/2025-04/form-clause-61a_application-advice_march_2025.pdf

Road and Rail Noise Guidelines [State Planning Policy 5.4 Road and Rail Noise Implementation Guidelines](#)

Policy Reference	Formal Description	Service Line
Information Sheet	Building Applications	Development Services
Implementation:		Planning and Building
Last Modification	22 April 2026	
Review Date	N/A	



Peppermint Grove

The Garden Shire

Certified Building Application Checklist

A certified application (BA1) is where a BA3 – Certificate of Design Compliance has been included with the application. Class 1b (guest house) and Class 2-9 (apartments, boarding house, commercial, industrial, etc) buildings must be lodged as certified applications.

ADVISORY NOTE

The onus is on the Applicant to undertake due diligence. This includes checking whether the proposed works are exempt from Development Approval or, if Development Approval is required, obtaining that consent or being in compliance with that consent prior to submitting your Building Application. There must also be alignment between the architectural plans endorsed under the Development Approval and those forming part of your Certificate of Design Compliance.

This list is not a complete list of all requirements but is a general guide of the minimum information required. Local Government requires applications to be submitted in accordance with their operational requirements. The Shire of Peppermint Grove requires building applications which are exempt from development approval to comply with local planning policies including for Construction Environmental Management Plans and Plot Ratio. State planning policies for Road and Rail Noise and for Bushfire Prone Areas may also apply.

FEE PAYABLE

All applicable fees are available from the website of Building & Energy – www.wa.gov.au/organisation/building-and-energy/building-approvals

Prescribed Fees	Provided	
	N/A	Yes
Building Act Fees - this will vary according to the type of application and where applicable, the value of building works undertaken (inc. GST).	<input type="checkbox"/>	<input type="checkbox"/>
Building Services Levy – this will vary according to the type of application and where applicable, the value of building works undertaken (inc. GST).	<input type="checkbox"/>	<input type="checkbox"/>
CTF Levy – payable when the value of works is above \$20,000 (inc. GST). A CTF payment receipt is to be submitted with your application. https://bcitf.org/my-account/login .	<input type="checkbox"/>	<input type="checkbox"/>

Note – The Shire of Peppermint Grove is not a collection agent for the CTF Levy.

APPLICATION FORMS (BA1 - APPLICATION FOR BUILDING PERMIT - CERTIFIED)

Application forms and guides are available from the website of Building & Energy – www.wa.gov.au/organisation/building-and-energy/building-approvals

Application Form	Provided	
	N/A	Yes
BA1 – Application for Building Permit – Certified	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ALL owners have signed, use multiple pages for more than one owner	<input type="checkbox"/>	<input type="checkbox"/>
Ensure sections 3, 4 and 6 have been signed	<input type="checkbox"/>	<input type="checkbox"/>

HOME INDEMNITY INSURANCE CERTIFICATE

Prescribed Approval	Provided	
	N/A	Yes
Registered Builders – all residential building permit applications, with a value of construction that exceeds \$20,000 (inc. GST) must be covered by Home Indemnity Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
Owner Builder – not required to obtain Home Indemnity Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
Owner Builder Certificate – if the value of works as part of an Owner-builder Approval are \$20,000 (inc. GST) or more and you are not a registered building contractor or engaging a registered building contractor it is necessary to apply to the Building & Energy for an Owner-builder Certificate.	<input type="checkbox"/>	<input type="checkbox"/>

Note – Home Indemnity Insurance is not required for ‘associated works’ such as building a swimming pool, carport, pergola, fence, and landscaping.

Note – Home Indemnity Insurance is not required for a Class 1b or Class 3 building that is to be enrolled as a Specialist Disability Accommodation (SDA) building under the *National Disability Insurance Scheme (Specialist Disability Accommodation) Rules 2020*. A person applying to construct a Class 1b or Class 3 SDA building must include a statutory declaration that the owner intends for the building to be enrolled and used as an SDA building.

Note – Owner-builder Certification application forms are available from the website of Building & Energy – www.commerce.wa.gov.au/building-commission.

CERTIFICATION OF DESIGN COMPLIANCE (BA3)

Certification of Design Compliance (CDC)	Provided	
	N/A	Yes
BA3 – all plans and documents listed on the CDC (under section 3), must be submitted with the application.	<input type="checkbox"/>	<input type="checkbox"/>

Note – the Building Surveyor (that issues the CDC) must be registered under the Building Services (Registration) Act 2011, with the appropriate practitioner level.

PRESCRIBED APPROVALS AND COMPLIANCE WITH THE PLANNING POLICY FRAMEWORK

Prescribed Approval	Provided	
	N/A	Yes
Planning Approval – if the building work is development defined in Section 4 of the Planning and Development Act 2005. Confirm with the Shire whether Planning Approval is required or lodge a Deemed-to-Comply Check.	<input type="checkbox"/>	<input type="checkbox"/>
Construction Environmental Management Plan (CEMP) – unless deemed by the Shire to be a negligible risk a CEMP is a standard requirement for all works exempt from development approval that require a building permit including demolition.	<input type="checkbox"/>	<input type="checkbox"/>
Plot Ratio – if the building work is associated with a single house in an area coded R20 or lower the onus is on the applicant to confirm the plot ratio. Working drawings and calculations according with the methodology contained in Local Planning Policy 5 must be submitted with the application.	<input type="checkbox"/>	<input type="checkbox"/>
Road and Rail Noise – if the building work is associated with habitable floor space in an area affected by SPP5.4 Road and Rail Noise the onus is on the applicant to demonstrate physical mitigation measures commensurate to the noise exposure forecast contained in the Road and Rail Noise Guidelines. A statement validating the noise exposure forecast for a major traffic route and compliance with the commensurate quiet house requirements must be submitted with the application.	<input type="checkbox"/>	<input type="checkbox"/>

WORK AFFECTING OTHER LAND

It is a requirement to declare whether the building work proposed encroaches or adversely affects other land (part 4 and 5 of the BA1 application form). Adversely affecting land includes:

- Reduce the stability or bearing capacity of the land or a building or structure on the land; or
- Damage, or reduce the structural adequacy of, a building or structure on the land; or
- The changing of the natural site drainage in a way that reduces the effectiveness of the drainage of the land or existing or future buildings or structures on the land;

Work affecting other land	Provided	
	N/A	Yes
Consent from affected landowner (BA20; or Building & Energy Pro Forma Statement of Work Authority Affecting Other Land signed by a Registered Building Practitioner – with full name and registration number.)	<input type="checkbox"/>	<input type="checkbox"/>
Court Order	<input type="checkbox"/>	<input type="checkbox"/>

Note – if you have ticked yes to either part 4 or 5 of the BA1 application form, then you must complete details on part 4 and/or part 5 of the form and obtain consent from the affected landowner(s), or a court order, before a building permit can be granted for the building works.

BUSHFIRE AREAS

Most building works that fall within a designated bushfire prone area must comply with the bushfire construction requirements of the Building Code of Australis (BCA) and Australian Standard 3959 – 2009. These provisions include specific bushfire construction requirements for the following classes of residential buildings:

- Class 1; and
- Class 10a buildings and decks associated with a class 1 vulnerable use building.

If proposing one of the listed classes of buildings above in a Bushfire Prone Area, you will require a Bushfire Attack Level (BAL) certificate and report. A BAL is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact. Determining the BAL for the property will require an assessment by an appropriately accredited professional. Please note that a Bush Forever Reservation along Freshwater Bay informs the Bushfire Prone Area and is classified as Class A Forest. The slope of the classifies vegetation typically exceeds 20° and requires a Method 2 BAL Assessment. To view the map of bushfire prone areas, please visit the website of the Department of Fire and Emergency Services – www.dfes.wa.gov.au/bushfireproneareas.

BAL Report	Provided	
	N/A	Yes
A Bushfire Attack Level Certificate – prepared by a suitably qualified practitioner.	<input type="checkbox"/>	<input type="checkbox"/>
A Bushfire Attack Level Report – prepared by a suitably qualified practitioner.	<input type="checkbox"/>	<input type="checkbox"/>

WHO IS COMPLETING THIS CHECKLIST?

Person Completing this Form	
Applicant (if not Owner or Builder)	<input type="checkbox"/>
Property Owner	<input type="checkbox"/>
Builder	<input type="checkbox"/>
Building Surveyor	<input type="checkbox"/>
Other (Please State)	<input type="checkbox"/>