



## Town of Cottesloe

### Building License Application

Local Government (Miscellaneous Provisions) Act 1960, s 374 Building Regulations 1989, reg 10

#### Property Details:

House/Street No.	Lot No.	Street Name:	
Suburb:		Post Code:	Is the Lot Free of Improvement? Y/N

#### Owner Details:

Name 1 :		
Address:		Post Code:
Phone Home:	Mobile:	Email:
Name 2 :		
Address:		Post Code:
Phone Home:	Mobile:	Email:

#### Details of Work:

Please indicate the type of building to be constructed (Please tick )

- Single Dwelling     Patio     Swimming Pool     Additions/Alterations     Outbuilding  
 Grouped Dwelling     Retaining Wall     Pergola     Office     Shop     Warehouse

Other (Please specify) \_\_\_\_\_

Estimated Floor Area (m <sup>2</sup> )	Basement (m <sup>2</sup> )	Ground Floor (m <sup>2</sup> )	Estimated value of construction work (incl GST): \$	
	Upper Floor (m <sup>2</sup> )	Outbuildings (m <sup>2</sup> )		
Materials:	Floor	Walls	Roof	New/Second Hand

#### Applicant Details:

Name:			
Address:			
Phone Work:	Home:	Fax:	
Mobile:	Email:		
Signature:			

#### Builders Details:

Company Name:		Registration No.	
Address:			
Contact Person:	Phone Work:	Work:	
Fax:	Mobile:	e-mail:	
Signature:		Date:	

## Building Department Requirements

### TWO COPIES OF THE FOLLOWING:

- Architectural drawings (**A3 plans**) Scale: 1:200
- Site Plan (with contours and clearly indicating existing and proposed buildings)  
Elevations: 1:100  
Section: 1:20  
Floor Plan: 1:100
- Signed original Engineer details
- Specifications to be included with Architectural drawings
  
- An Electronic Copy of all Plans is also required (.pdf format preferable)**
  
- Payment of fees
  - Building Licence**
    - Class 1 and Class 10 – Residential** (Minimum Fee \$85.00)  
0.3182% of construction cost
    - Class 2 to 9 – Commercial** (Minimum Fee \$85.00)  
0.182% of construction cost
  - Builders Construction Industry Training Fund Levy (BCITF)**  
(Applies when Construction Cost is \$20,000+)  
0.2% of construction cost
  - Builders Registration Board Levy** - \$40.00 (as of 01/07/09)
  - Infrastructure Bond** – \$1000.00  
(Infrastructure Bond is payable prior to issue of **ALL** building licences)
  
- Home Indemnity Insurance is required when a registered builder is contracted to undertake building works and if the construction value exceeds \$20,000
  
- Owner/Builder Certificate is required if the value of work exceeds \$20,000 (GST incl.)
  
- Termite Treatment
  
- Completed BCITF Form (Applies when Construction Cost is \$20,000+)

#### OFFICE USE ONLY

D/A Fee: \$ _____	Receipt No. _____	Date Received: _____
B/A Fee: \$ _____	Receipt No. _____	Date Received: _____
BCITF : \$ _____	Levy No. _____	Officer : _____
F/P Bond: \$ _____	Creditor No. _____	File No : _____
BRB : \$ _____	Home Indemnity Insurance Certificate No. _____	