



Earthworks – Building Application

Earthworks is the process of excavating soil or providing fill on a site lot for the changing of ground levels for the preparation of associated construction, alteration, demolition or removal of a building.

Do I Need a Building Permit?

The *Building Act 2011* states that a Building Permit is required for earthworks that involve changing the natural ground level by more than 0.5m by either excavating or filling.

A Building Permit is also required for any retaining walls associated with earthworks.

The removal of trees or vegetation is classed as site clearing, not earthworks, and does not require a Building Permit.

Certified Building Applications

Prior to lodging a Certified Building Application to the City, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance. You can find a list of private registered Building Surveyors [here](#).

The City has up to 10 business days from the date of lodgment to assess the application.

Uncertified Building Applications

The City has up to 25 business days from the date of lodgement to assess the application. The required Certificate of Design Compliance will be issued by the City as part of the application process.

CHECKLIST – [Click on wording in green to go to the detail of information to submit \(listed below\)](#)

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application – BA1 (Certified) OR BA2 (Uncertified)	Always	<input type="checkbox"/> <input type="checkbox"/>
	Either BA1 OR BA2 required	<input type="checkbox"/> <input type="checkbox"/>
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed \$20,000 Link to CTF levies - here	<input type="checkbox"/> <input type="checkbox"/>
Owner-Builder Approval / Certificate (if applicable) Owner-Builder Approval / Certificate from the Building Services Board (Department of Local Government, Industry Regulation and Safety)	if works exceed \$20,000	<input type="checkbox"/> <input type="checkbox"/>
Certificate of Title and/or Diagram of Survey	Preferrable	<input type="checkbox"/> <input type="checkbox"/>
Building Permit Application - Fee Building Permit Application Fee plus associated State levies Refer to the Building Application Fee Schedule	Always	<input type="checkbox"/> <input type="checkbox"/>
Planning Approval Planning Approval or Written Advice issued by the City of Vincent’s Statutory Planning Services DA No -	If Applicable	<input type="checkbox"/> <input type="checkbox"/>
Consents/Works Affecting Other Land BA20 and / or BA20A		



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
<ul style="list-style-type: none"> Completed BA20 	if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Completed BA20A <p>This is between neighbour's and is outside of the building permit approval process but if you have a copy, please submit</p>	if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
<p>Certificate of Design (CDC) – For BA1 (certified)</p> <p>If not submitted this will delay assessment of building application and may not be considered</p>	<p>If BA1 Submitted</p> <p>Not Applicable to BA2</p>	<input type="checkbox"/> <input type="checkbox"/>
Architectural Plans / Drawings	Always	<input type="checkbox"/> <input type="checkbox"/>
Site Plan (minimum scale 1:200)	Always	<input type="checkbox"/> <input type="checkbox"/>
Cross Sectional View (minimum scale 1:50)	Always	<input type="checkbox"/> <input type="checkbox"/>
Structural Engineers Plans and Details	Always	<input type="checkbox"/> <input type="checkbox"/>
Soil Classification	Always	<input type="checkbox"/> <input type="checkbox"/>
Underpinning, Sheet Piling, Grout Injection to Existing Buildings	If applicable	<input type="checkbox"/> <input type="checkbox"/>

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - mail@vincent.wa.gov.au (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902

How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

How Long Until My Permit Expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What Happens When I Have Completed My Building Works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

If a bond was request and paid then you can apply for the bond refund here - [Infrastructure Protection Bond Refund Application » City of Vincent](#)



Other Permits

Other specific permits may be required. This may include

Work zone permits

Issued by Ranger Services. This is for Skip Bins, ROW obstructions etc

[Application for a Permit for Works-Placement in Road Reserve Form » City of Vincent](#)

Crossover Application

Verge Paving Application

Details on how to submit these application and others can be found - [Verge & Driveway Crossover Regulations and Applications](#)

Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA1 (Certified) OR BA2 (Uncertified)

- BA1 **or** BA2 to be **signed** by, each owner of the land, unless exempt or provide written authorisation
- BA1 **or** BA2 indicate estimated value of building work (including GST)
- Registered Builder's Details – Builder must provide their **registration number** if works exceed \$20,000
- Builder's Details – Builder must **sign** the BA1 **or** BA2
- BA1 or BA2 application form can be downloaded from the [LGIRS](#) website

Planning Approval

If a Planning Approval was granted, all conditions of the planning approval must be satisfied before submitting a Building Application. Planning conditions **not** satisfied will delay assessment of the Building Application.

For further information on Site Works and Retaining Walls refer to the [Site Works and Retaining Wall Information Sheet](#)

If you are unsure if the works require Planning Approval, please contact the City's Planning Services team on 9273 6000.

Certificate of Design (CDC) – For BA1 (certified)

- Provide a Certificate of Design Compliance (CDC) BA3 that is signed by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1
- Ensure that all documents stated on the Certificate of Design Compliance, (Drawings, Specifications and Technical Certificates) are attached in order as stated on the CDC and lodged with the application

Architectural Plans / Drawings

- ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.
- New and Existing Work - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means

Site Plan (minimum scale 1:200)

- Street names, lot number, and title reference to the site
- The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown
- A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site
- The proposed finished floor level of the earthworks
- Setback distances from the property boundaries to the proposed building/s and distance away from other existing buildings / structures on the property to be clearly indicated
- Height and extent of proposed earthworks
- Existing sewer, stormwater drains or easement locations
- Location and sizes of stormwater drain / disposal system
- Location of septic tanks if no sewer is available
- Location and heights of stabilised embankments or retaining wall/s
- Show structures on adjoining land (fences, retaining walls, buildings)
- Clearly indicate the North point



Cross Sectional View (minimum scale 1:50)

- One or more sections, transverse, longitudinal
- Finished ground level
- Type of floor structure e.g. concrete footing slab or frame
- Sunken areas (where applicable)
- Height of ceilings

Structural Engineers Plans and Details

- ONE set of Structural Engineers Plans and Details must be designed, certified / signed by a practising Structural Engineer

Soil Classification

- If required a Geotechnical Report as per the National Construction Code / Building Code of Australia and relevant Australian Standard/s

Footing and Slab Details

- Concrete specifications
- Depth and type of footing including dimensions
- Reinforcement size and location
- Slab thickness
- Waterproof membrane location

Underpinning, Sheet Piling, Grout Injection to Existing Buildings

- Details of protective works and underpinning must be designed, certified / signed by a practising Structural Engineer.