



Local Government (Miscellaneous Provisions) Act 1960,s. 374AA  
Building Regulations 1989, r 11A

# EXISTING BUILDING CERTIFICATE APPLICATION

**PROPERTY WHERE BUILDING IS BUILT**

Lot No: \_\_\_\_\_ House No: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Area of Building** \_\_\_\_\_ **m<sup>2</sup>** **No.of Stories** \_\_\_\_\_ **Value of construction works or contract value (inc. GST) \$** \_\_\_\_\_

**PLEASE INDICATE THE TYPE OF BUILDING OR STRUCTURE PROPOSED:**

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Carport	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Warehouse
<input type="checkbox"/> 2 Grouped Dwelling	<input type="checkbox"/> Garage	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Fitout
<input type="checkbox"/> Multiple Dwellings	<input type="checkbox"/> Patio	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Office
<input type="checkbox"/> Additions	<input type="checkbox"/> Pergola	<input type="checkbox"/> Spa	<input type="checkbox"/> Factory
<input type="checkbox"/> Add/Accommodation	<input type="checkbox"/> Shop	<input type="checkbox"/> Other (Specify) _____	

**PLEASE INDICATE THE TYPE OF MATERIALS TO BE USED:**

<b>ROOF</b>	<b>FLOOR</b>	<b>WALLS</b>
<input type="checkbox"/> Tiles	<input type="checkbox"/> Timber	<input type="checkbox"/> Double Brick
<input type="checkbox"/> Steel Sheeting	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel
<input type="checkbox"/> Fibreglass Sheeting	<input type="checkbox"/> Other _____	<input type="checkbox"/> Timber
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____

**OWNERS NAME** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Address** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Owners Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_

23 Dundobar Road, Wanneroo WA 6065 • Locked Bag 1, Wanneroo WA 6946

Telephone (08) 9405 5000 Facsimile (08) 9405 5499

Website [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au)

# ***EXISTING STRUCTURES***

**This information sheet relates to existing structures which do not have Council approval and acknowledgement can be given.**

## **When can acknowledgment of existing structures be given?**

Acknowledgment of existing structures may be given for all structures if they comply with all current regulations.

## **What forms and fees have to be submitted?**

**An Existing Building Approval Certificate application form is to be filled out and submitted with the relevant information (2 copies of all site plans, elevations, specifications etc).**

**For Residential Class 1 or Class 10, the minimum fee is \$170.00 or 0.7% of 10/11 of the estimated value of the works as determined by the Local Government.**

**For all other classes, the minimum fee is \$170.00 or 0.4% of 10/11 of the estimated value of the works as determined by the Local Government.**

**Also required with this application is the Builders Registration Board Disputes Levy Fee of \$40.50.**

**If a Codes Variation is required the fee is \$135.00 or 0.31% exclusive of GST**

**Amended Plan fee - \$100.00**

**The application will follow the same process as a standard building application.**

## **Extra information required**

- An independent report from a qualified Structural Engineer at the owners expense certifying the structural adequacy of the works and any remedial works certified as complete and or a private Building Surveyor to certify that the existing structure complies with the requirements of the Building Code of Australia and the Residential Design Codes.
- Certification of termite barrier from a licensed operator or company or that the timber structure has been treated against termites.
- Letter from the owner stating why the works were carried out without a Building Licence and why Council should not issue a notice to have the existing structures removed.
- All electrical works involved require a certification of compliance from a licensed electrician at the owners expense.
- In cases where it would appear the structure encroaches within the required setback, adjoining lot or crown land the owner may be requested to engage the services of a licensed Land Surveyor at the owners expense to survey the property.
- The City will retain one copy of plans. The other copy will be returned to the owner with a covering letter to confirm the unauthorised works have been acknowledged.

**For further information, please contact Regulatory Services on 9405 5444.**

**Disclaimer: This information sheet is produced by the City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as at June 2010.**