



## Application for Certificate of Design Compliance

OFFICE USE ONLY	Application number
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### Important information

This application form is to be completed where a property owner/builder has engaged a registered Building Surveyor contracted by Building Compliance Group (BCG) to assess and certify that the proposed design comply with relevant requirements of Section 19 of the Building Act 2011.

The intention of submitting this application is for a building permit at a future time following issue of the Certification.

### 1. Property this application relates to

Property Street address

Lot Number	Street address		
Suburb		State	Postcode

### 2. Details of building work

Description of the building work

Are there existing buildings or structures?  
☐ Yes ☐ No

Is this for a stage of a multi-stage project?  
☐ Yes ☐ No

Detached (free standing) ☐ or  
 Attached to another structure ☐

Number of storeys

Floor area

m<sup>2</sup>

Site (Lot) Area

m<sup>2</sup>

Value of Building \$

### 4. Applicant Details

Applicant's name

Postal address

Applicant's name			
Postal address			
PO Box or street address			
Suburb		State	Postcode
Email Address			
Phone/fax		Mobile	Fax
Signature		Date	

### Documents may accompany this application

#### Drawings and Specifications

The drawing and specifications to be submitted should provide at least the following details—  
 Plans



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General note: All plans and details must be legible, drawn to scale and include the Lot address and Lot owner details.

### Site plan (minimum scale 1:200)

Please supply a current fully dimensioned Contour and Feature Survey Diagram (must be certified by a Licensed Land

Surveyor) showing:

North point, permanent datum point, contours, spot levels and features.

All property boundaries, boundary dimensions and all existing buildings including finished floor levels.

Locations and heights (levels top and bottom) of stabilised embankments e.g. retaining wall/s.

Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features.

Distance from the property boundaries to the proposed structure.

Finished Floor Level of proposed structure.

Height and extent of proposed earthworks.

Location and method of stormwater disposal.

Proposed vehicular off street parking and access and new or amended crossover.

Location of any easement, any piped service traversing the site, sewer connection.

### Floor plan (minimum scale 1:100)

All dimensions of the proposed building(s).

Room names.

Sunken areas and finished floor level.

Location of windows and doors showing their sizes.

Smoke detector location(s).

Ridge, valley, eaves line and downpipe locations.

### Elevations (minimum scale 1:100)

Proposed finished floor levels (including sunken areas) and ground levels.

Location and dimensions of doors and windows (including direction of opening).

Height of ceiling.

Roof pitch.

Roof frame details, including zero lot line walls and fire protection method.

Types of materials used.

Type of subfloor structure e.g. concrete footing and slab or frame.

### Specifications

Complete specifications must be submitted.

### Structural Engineering Details

Site report

Site Classification as per the BCA (soil and wind).

Recommendations for earthworks, foundations and drainage. Footing and Slab Detail

Concrete specifications.

Footing and slab dimensions.

Reinforcement size and location and waterproof membrane location. Structural Beams

To avoid excessive deflection, structural beams should be certified by a Structural Engineer registered on the National Professional Engineers Register.

### Retaining Wall

Drawing (including cross-section) and specifications of materials to be used.

Show existing and proposed finished ground levels.



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Profile and structural components.  
Provision for drainage.  
Details of any surcharge or superimposed loads.

### Two Story Construction

All structural elements.

### Pest control management

By a qualified pest control company.

### Energy Efficiency Certificate

By a qualified Energy Rating Assessor.

### Hydraulic Engineering Design

Designed by a qualified Mechanical Engineer.

### Fire Engineering Report

By a qualified Fire Engineer.

### Disability access Report

By a qualified access auditor.

Note: If requires, BCG will assist you in providing the abovementioned information.

## 10. Terms and Conditions

### Definitions

“Applicant” means the Applicant/Owner/Builder/Developer/Architect/Building Surveyor of the subject development.

“BCG” means Building Compliance Group.

“NCC” means National Construction Code Volumes One and Two

“Alternative Solution” means a Building Solution which complies with the Performance Requirements other than by reason of satisfying the Deemed-To-Solution.

### Fee Proposals

1. This application is not valid before required payment has been made.
2. BCG reserves the right to review their fees on a financial year basis.
2. Should subsequent or additional services outside the scope of these services be contemplated, if acceptable to BCG, the Applicant will be charged an addition fee.

### Variation

1. If the Applicant wishes to request a variation to the service provided by BCG’s fee proposal, such request must be made in writing and lodged with BCG. If BCG agrees, BCG’s fee proposal may be adjusted accordingly or alternatively at BCG’s sole discretion the variation will be charged at time and cost.
  2. A new fee is required to reflect changes in the original scope if the development varies from the original scope of works.
- The Applicant is aware that where developments require WA Fire and Emergency Services Authority (FESA) referral and comment, it is their responsibility and at their cost to engage FESA for their approval.

### Performance Based Solutions

1. The Applicant is aware that if the proposed building works do not achieve compliance with the Deemed-to-satisfy provisions of the National Construction Code, and if they do not wish to bring the building design into compliance with the NCC Deemed-to-satisfy provisions, then it is their responsibility and at their cost to engage a practicing qualified Fire Engineer or other practitioner that we can rely on to provide an Alternative Solution and sign technical certificates to BCG’s satisfactions.

### Cancellation

1. No cancellation of the Agreement will be effective unless and until accepted and confirmed in writing by BCG.
2. BCG will not refund monies paid by the Applicant, unless otherwise confirmed by the BCG in writing.
3. Cancellation of this agreement may not be accepted if the cancellation will cause a breach of our certifying responsibilities.
4. BCG reserves the right to charge for services rendered from the date of acceptance of the cancellation.



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5. A minimum cancellation fee may deducted from the refund upon cancellation or withdrawal of any project to cover time, assessment and consultancy advice provided up to the cancellation date.

### Reliance on Information

1. BCG relies on the truth and accuracy of the documents and the information provided in them in good faith.
2. BCG takes no responsibility or liability for damages or costs incurred as a result of false and misleading information provided to BCG and relied upon during the provision of these services.

### Effect of Breach by Applicant

BCG may at its discretion cancel the agreement and take appropriate action to recover any outstanding costs and any disbursements, if:

1. The Applicant breaches the terms and conditions for service; or
2. The Applicant commits or causes any act or omission which in the BCG's opinion may in any way prejudice or harm the public reputation or credibility of BCG.

### Goods and Services Tax (GST)

1. BCG'S fees and amounts are NOT subject of GST.

### Exclusion of Liability

1. To the extent permitted by law, the BCG shall not be liable to the Applicant, its servants, agents or contractors for any loss, damage or injury to property or persons (including but not limited to loss of profit or business or other direct, indirect, special, consequential or incidental damages) resulting from, arising out of, or in connection with the BCG's services or any other claim whatsoever arising directly or indirectly out of or in any way attributable to the performance or non-performance of their services;
2. The Applicant agrees to indemnify BCG, its servants and agents against all actions proceedings and claims (including consequential loss and loss of profits) brought against BCG its servants, employees or agents in relation to any injury loss of life or damage to any property caused directly or indirectly by the BCG, or not arising directly out of or in any way attributable to non-performance of the BCG's services. BCG is not liable for any cost, defects or non-compliances identified as part of their role acting as a Certifier for this application unless BCG has been grossly negligence in the provision of its services.

### Force Majeure

1. BCG shall not be liable to the Applicant for any loss or damage directly or indirectly arising out of or in connection with failure to perform any term of this contract where such delay or failure is caused directly or indirectly by any cause beyond the BCG's control.

### Waiver - Limitations of an inspection by BCG's Building Surveyor

Unless otherwise agreed to in writing:

BCG's Building Surveyor will conduct a non-invasive visual inspection which will be limited to those sections of the property to which safe and reasonable access (to the satisfaction of the BCG's Building Surveyor) is both available and permitted on the date and time of the inspection.

Areas where reasonable entry is denied to the BCG's Building

Surveyor or where safe and reasonable access is not available, are excluded from and do not form part of any inspection.

The inspection by the BCG's Building Surveyor will not involve any invasive inspection including cutting, breaking apart, dismantling, removing or moving objects including, but not limited to, roofing (roof insulation, sarking, isolation and roof sheeting) wall and ceiling sheeting, ducting, foliage, mouldings, debris, floor coverings, sidings, fixtures, floors, pavers, furnishings, appliances or personal possessions.

The inspection by the BCG's Building Surveyor excludes the inside of walls, between floors cavities, sub floors, inside roof spaces, inside skillion roofing, inside the eaves, behind stored goods in cupboards and other areas that are concealed or obstructed. The Building Surveyor will not dig, gouge, force or perform other invasive procedures.

The inspection by the BCG's Building Surveyor will not look for any timber pest activity. If timber pest damage is found it will be brought to the attention of the Owner. The Surveyor will only note the damage that is visible.

The inspection by the Building Surveyor is not intended to include rigorous assessment of all building elements in a property.

### The inspection by BCG's Building Surveyor will not cover:

Assessment for compliance of the building(s) with the Town Planning Scheme and the Residential Design Codes of Western Australia.

Assessment for compliance with the requirements of the Health Act and local government requirements.

Determination of the fire resistance level of a material (if not common).

Clarification of cadastral lot boundaries.

Assessment of the ground upon which the buildings sits.

Concrete footings, slabs on ground, suspended concrete slabs, pad footings and retaining walls.

Stumps, sole plates and pad footings.

Stormwater drainage and stormwater management on the property.

Sub floor ventilation

Confirmation of the existence of a water proof membrane.

Confirmation of the termite treatment and compliance with AS3660.

Adequacy of roof drainage as installed.



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Fire places, solid fuel heaters, chimneys and flues  
 Timber and metal framing including sizes, stress grades and structural adequacy.  
 Structural adequacy of all structural and non-structural building elements.  
 Structural effects of stormwater drainage and surface water defects on foundation instability.  
 Concealed tie downs and bracing.  
 Concealed framing timbers or any areas concealed by wall linings or sidings.  
 Insulation and isolation.  
 Energy Efficiency provisions as prescribed in the NCC 2014.  
 Non- structural elements including but not limited to:  
 Roof plumbing and roof coverings,  
 General gas, water and sanitary plumbing,  
 c. Electrical wiring,  
 Partition walls,  
 Windows, doors and flashings;  
 Non-structural damp issues,  
 Ceiling linings,  
 Plastering and tiling,  
 An assessment of any aspect or component of the property, that cannot be seen or that requires testing or measurement to determine soundness,  
 Any area or item that was not, or could not be observed by the Building Surveyor,  
 General maintenance other than that which is deemed to be directly related to the ongoing structural performance of the property.  
 Serviceability damp defects such as condensation, rising damp, lateral damp, falling damp, fungal rot, spalling of masonry or concrete and fretting,  
 Defects that may not be apparent due to prevailing weather conditions at the time of the inspection. Such defects may only become apparent in differing weather conditions.

### Declaration

I (applicant).....of

.....  
 Hereby declare that I have read and understood the above said 'Terms and Conditions for acceptance of an Application for a Certification'

I also agree to provide the BCG's Building Surveyor with any documentation or obtain the services of a Professional required for the Certification process.

Signed..... Date.....

I,.....Building Surveyor on behalf of Building Compliance Group.