

# Earthworks

## What is earthworks?

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.

## What earthworks can I undertake?

Depending on the zoning of your property, there may be restrictions regarding what or where earthworks can be carried out on site, such as how much vegetation can be cleared.

If you are unsure if there are restrictions associated with your property, you should consult with the City's Planning Services on 9394 5000.

## 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.

## How long does it take to get a Building 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.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete.

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 mutual consent has been granted for a further 21 days.

## Uncertified Building Applications

An Uncertified Building Application can be submitted for earthworks.

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

## Certified Building Applications

A Certified Building Application can be submitted for all Class of structures.

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.

The City has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

## 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.

# Building Application Checklist – Earthworks

Minimum Information Required	Yes/No
A completed BA1 (certified) or BA2 (uncertified) application form <ul style="list-style-type: none"> <li>• Include all owner's details, construction materials and costings</li> <li>• Signed by Builder, including Builder's Registration number or owner-builder approval number where the value of works is greater than \$20,000</li> <li>• Applicant's contact details</li> <li>• These application forms are available from the City's website <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> or from the front counter at the City's Administration Offices</li> </ul>	
Certificate of Design Compliance (certified application only) <ul style="list-style-type: none"> <li>• Must be issued by a registered Building Surveying Practitioner</li> <li>• Include all documentation as referenced on the Certificate of Design Compliance</li> </ul>	
Payment of Fees <ul style="list-style-type: none"> <li>• Refer to the City's 'Building Services Fees and Charges' information sheet at <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> – also available from the front counter at the City's Administration Office</li> </ul>	
Building Construction Industry Training Fund (BCITF) levy payment form <ul style="list-style-type: none"> <li>• Required for building works with a value greater than \$20,000</li> <li>• Must be completed in full and signed</li> <li>• Refer to the City's 'Building Services Fees and Charges' information sheet at <a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a> – also available from the front counter at the City's Administration Office</li> </ul>	
Site plan drawn to scale (1:200) showing <ul style="list-style-type: none"> <li>• Location and dimensions of the proposed earthworks</li> <li>• Location of all existing structures on the property (if applicable)</li> <li>• Measurement from the boundaries to the proposed earthworks</li> <li>• Location of septic tanks and leach drains (if applicable)</li> </ul>	
Construction details drawn to scale (1:100) showing <ul style="list-style-type: none"> <li>• Cross-section details</li> </ul>	
Structural Engineer's certification	

This information sheet is intended as a guide only. The City disclaims any liability for any damages sustained by a person acting on the basis of this information.

For further information contact **Building Services** on **9394 5000**.