

Building Permit Application Checklist



TOWN of
EAST FREMANTLE

Class 10b – New Swimming Pool, Spa, Isolation Barrier and Fence

The Town is collecting your personal information for the purpose of responding to your request. Some of the information may be provided to the Town's contractors for the purpose of addressing your request. Your information will not be provided to any other person or agency unless you have given us permission, or where legally obligated to do so. If you would like to know more about how the Town handles your personal information, please see the [Town's Privacy Statement and Collection Notice](#).

Please submit the following information with your Building Permit Application.

1. Forms

- ☐ Completed Building Permit Application:
BA1 Application for a Building Permit - Certified, or
BA2 Application for a Building Permit – Uncertified
- ☐ Completed Building Permit Application Form to be signed by each owner of the land, unless exempt.
- ☐ Clearly indicate the estimated value of building works (including GST) on the Building Permit Application form.
- ☐ Builder's Details – Builder must sign the Building Permit Application Form.
- ☐ Construction Management Plan (if applicable).

2. Construction Training Fund Levy Form (CTF)

- ☐ Construction Training Fund Levy (CTF) receipt, if value of proposed building works exceeds \$100,000.

3. Fees

- Building Permit Application Fee and associated State levies will be provided upon lodgment of the application, including the applicable Verge Bond. A Verge Bond is required for all Building Permits issued within Town of East Fremantle.

4. Approvals

- ☐ Planning / Development Approval issued by the Town's Planning Services (Ph: 9339 9339 option 3) for the proposed development (if applicable). It is recommended to check if the property is Heritage Listed.

5. Certificate Of Design Compliance (CDC) – Form BA3 – Certified Applications Only – BA1

- ☐ 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 (BA1) Form
- ☐ 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.

6. Uncertified Building Application Only – BA2

- A Certificate of Design Compliance (CDC) BA3 is NOT required for an uncertified building application. The Town will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance (CDC) BA3. An uncertified building permit application must be accompanied with a BA2 Application for a Building Permit – Uncertified form.

7. Consents / Work Affecting Other Land – BA20 and / or BA20A

- ☐ Completed BA20 if building work adversely affects land beyond the boundary to ensure that there is compliance with *s 77 and s 77 of the Building Act 2011*.
- ☐ Completed BA20A 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 Building Act 2011*.

8. 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 – New works are to be clearly shown on the drawings and differentiated from existing works by colouring or other suitable means.

8.2 Site Plan (minimum scale 1:200)

- ☐ Street names, lot number, and title reference to the site.
- ☐ A feature / contour survey of the property showing the size and shape of the site including property boundaries and their dimensions.
- ☐ A datum point, contour lines, spot levels and relative levels of the site.
- ☐ Locations of all existing buildings and structures on the site to be clearly shown.
- ☐ The dimensions of the swimming pool or spa.
- ☐ The distance of the proposed swimming pool or spa.
- ☐ The proposed finished levels to the top of the swimming pool or spa.
- ☐ The existing and finished ground levels around the pool or spa area.
- ☐ Location of existing sewer lines or drainage location in relation to the swimming pool or spa.
- ☐ The location of the proposed swimming pool or spa, including setback dimensions from any existing building or structure (including retaining walls, planters).

This is to ascertain if undermining or surcharging will / could occur.

If so, details of any retaining structure or proposals to take the imposed loads are to be included on the plan.

- ☐ The location and setbacks of the proposed swimming pool safety isolation barrier, fence and gate locations must also be indicated on the site plan OR it should be noted that the pool barrier will be subject to a separate application.
- ☐ The height of the boundary fence that will form part of the proposed swimming pool or spa safety boundary barrier.
- ☐ The location of any retaining walls, steps, planters, objects or level changes at the boundary barrier / fence.
- ☐ All structures on adjoining land are to be shown on the plans (fences, retaining walls, buildings).
- ☐ Clearly indicate the North Point.

8.3 Floor Plan (minimum scale 1:100)

- ☐ The swimming pool or spa floor plan.
- ☐ Dimensions of the swimming pool or spa.
- ☐ Details of any remedial works to be undertaken to upgrade window and door openings inside the pool enclosure if the building walls form part of the enclosure.
- ☐ Details of the nominated isolation barrier /fencing type, new and existing that will form part of the pool enclosure and details of any alterations required to make the existing barrier / fencing compliance with Australian Standard AS1926.1.
- ☐ Any other information that the building surveyor may require, all clearly figured and dimensioned.

8.4 Elevations (minimum scale 1:100)

- ☐ Clearly show the heights of the proposed swimming pool or spa safety isolation barrier / fence and gates.
- ☐ Types of materials used.

8.5 Cross Sectional View (minimum scale 1:100)

- ☐ Height of isolation barrier and fence showing the finished ground level.
- ☐ Details showing compliance of Non-Climbable Zones 1 to 5 of the pool isolation barrier, fence and boundary barrier.

9. Specifications

- ☐ ONE set of complete specifications detailing the construction materials of the pool, spa or barrier. (Generally swimming pool or spa companies will supply the required specifications with submitting a building permit application).

10. Technical Brochures / Glass Certification

- ☐ Technical brochures, glass certification, manufacturer's specifications showing how the swimming pool or spa isolation barrier / fence complies with the relevant Australian Standards.

11. Temporary Barrier and Fence Details

- ☐ Temporary barrier details need to be used during and after the construction of the swimming pool or spa.

12. Structural Engineer Plans and Details

- ☐ ONE set of Structural Engineering Plans and Details must be designed, certified and signed by a qualified Structural Engineer as stated below:
 - a) Certification for any below ground swimming pool or spa, including a secondhand pool or spa.
 - b) Engineers details of the proposed pool or spa which will state the soil types for which the pool design is suitable.
 - c) Certification for design variations or proposed locations that are near boundary fences, dwellings or other structures where additional loads may be transferred to the pool structure or excavations causing surcharges on buildings on adjoining land.
 - d) Footings for the pool or spa isolation barrier / fence (minimum scale 1:50).
 - e) Details of underpinning, sheet piling, grout injection to existing structures – where applicable.

Applicant declaration

I, _____ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information.

Signed: _____ Date: _____

Disclaimer:

This information sheet is produced by The Town of East Fremantle in good faith and the Town accepts no responsibility for any ramifications or repercussions for providing this information.

Effective August 2026