

Building Information Sheet - Earthworks

What are earthworks?

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

Do I need a Building Permit?

Yes, a Building Permit is required for earthworks that involve changing the natural ground level by more than 0.5m. This includes both excavation or filling. You must obtain a building permit from the City of Armadale prior to commencing any earthworks. A building permit is also required for any retaining walls associated with the earthworks. To find out further information about retaining wall requirements please visit <https://my.armadale.wa.gov.au/service/what-can-i-build>

A Planning approval may be required for earthworks before a building permit can be issued. There may be restrictions on your property regarding earthworks that can be carried out on your site, including how much vegetation can be cleared. Please consult the City's Planning department on 9394 5000 or via email at info@armadale.wa.gov.au for clarification.

For more detailed information on how to apply, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Do I need to be a registered builder?

No, you do not require a builder's registration to undertake earthworks.

What is a certified application?

A certified building permit application must be accompanied by a Certificate of Design Compliance BA3 form (CDC) issued by a registered, independent building surveyor. A certified application can be submitted for all residential and commercial structure types.

The City has up to 10 business days to assess a certified application, unless further information is required.

What is an uncertified application?

An uncertified application is submitted to the City for assessment against relevant building standards by one of the City's registered building surveyors. A CDC will be issued by the City. An uncertified application can only be submitted for class 1a and class 10 structures.

The City has up to 25 business days to assess an uncertified application, unless further information is required.

How long is my permit valid for?

A building permit issued by the City of Armadale is valid for two years from the date on which it was granted. If more time is required to complete the building works, you can make an application for an extension of time. To apply for an extension of time, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

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. To submit a Notice of Completion, please visit <https://my.armadale.wa.gov.au/service/apply-for-building-approval>.

Building Application Checklist - Earthworks

A completed application form <ul style="list-style-type: none"> A 'BA1 - Application for Building Permit - Certified' or 'BA2 - Application for Building Permit - Uncertified' form. Application form to be completed in full and signed by the nominated builder and applicant Application forms are available from Department of Local Government, Industry Regulation and Safety's (LGIRS) website https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety 	
Certificate of Design Compliance (certified application only) <ul style="list-style-type: none"> Issued by a registered building surveyor practitioner 	
Payment of fees <ul style="list-style-type: none"> Refer to the City's 'Building Services Information Sheet - Fees & Charges' on the City's website https://my.armadale.wa.gov.au/service/apply-for-building-approval. 	
Construction Training Fund (CTF) Levy receipt <ul style="list-style-type: none"> Required for building works with a value greater than \$20,000 If the CTF levy is applicable, please visit https://ctf.wa.gov.au/levy to make payment Please provide a copy of your CTF levy payment receipt with your building application submission. 	
Site plan to scale (1:200) showing <ul style="list-style-type: none"> Location of the proposed earthworks Location of all existing structures on the property (if applicable) Measurement from the boundaries to the proposed earthworks Location of septic tanks and leach drains (if applicable) 	
Construction details to scale (1:100) showing <ul style="list-style-type: none"> Cross-section details 	
Structural engineer's certification	
Approval from the City's Planning Department (if applicable)	

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**.