

Building Information Sheet - Earthworks

What are earthworks?

Earthworks involve the **excavation, filling, or reshaping of soil** on a site to alter ground levels. This is typically done to prepare a site for:

- Construction of a building
- Alterations or additions
- Demolition or removal of structures

Earthworks may include cutting into existing ground levels or importing fill to raise levels.

Do I need a Building Permit?

Yes. A **Building Permit is required** for earthworks where the natural ground level is changed by **more than 0.5 metres**, including:

- Excavation (cutting)
- Filling (adding soil/material)

A Building Permit must be obtained from the **City of Armadale before any earthworks begin**.

A Building Permit is also required for any **retaining walls** associated with earthworks.

For more information on retaining walls, visit: <https://my.armadale.wa.gov.au/service/what-can-i-build>

Please note:

- **Planning approval may also be required** before a Building Permit can be issued
- Property-specific restrictions may apply, including limits on:
 - Earthworks extent
 - Vegetation clearing

For clarification, contact the City's Planning team:

- **Phone:** 9394 5000
- **Email:** info@armadale.wa.gov.au

Do I need to be a registered builder?

No. A **registered builder is not required** to carry out earthworks.

What is a certified application?

A **certified building permit application** must be accompanied by a **Certificate of Design Compliance (BA3 form)** issued by a **registered independent building surveyor**.

- Can be submitted for **all residential and commercial structure types**
- Assessment time: **up to 10 business days** (unless further information is required)

What is an uncertified application?

An **uncertified application** is assessed by the **City's registered building surveyor**, who issues the **Certificate of Design Compliance**.

- Only applicable for **Class 1a and Class 10 structures**
- Assessment time: **up to 25 business days** (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 it is granted**.

If additional time is required to complete the building work, an application for an extension of time can be submitted.

To apply for an extension, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

What happens when I have completed my building works?

The nominated builder listed on the Building Permit must submit a **Notice of Completion (BA7 Form)** to the City within **seven days** of completing the prescribed building work.

To submit a Notice of Completion, visit:

<https://my.armadale.wa.gov.au/service/apply-for-building-approval>

Important Information

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

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

Building Application Checklist - Earthworks

Application Form Requirements A completed application form is required, being either: • BA1 - Application for Building Permit (Certified), or • BA2 - Application for Building Permit (Uncertified) The application form must be: • Completed in full, and • Signed by both the nominated builder and the applicant Application forms are available from the Department of Local Government, Industry Regulation and Safety (LGIRS) website: https://www.wa.gov.au/organisation/departments/departments-of-local-government-industry-regulation-and-safety	
Certificate of Design Compliance (certified application only) • Issued by a registered building surveyor practitioner • Include all documentation as referenced on the Certificate of Design Compliance	
Payment of fees • 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 • Required for building works with a value greater than \$100,000 • 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 • 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 • Cross-section details	
Structural engineer's certification	
Approval from the City's Planning Department (if applicable)	