



Fernleigh

DRAFTING | COUNCIL SERVICES

# Planning a new shed project? Need it approved?

We can help....

(1<sup>st</sup> of July – 30<sup>th</sup> of September 2023)



**Western Australia  
Price Guide**

- SHEDS
- DECKS
- PERGOLAS
- POOLS
- RETAINING WALLS
- DRIVEWAYS

✓  
Certified  
Applications  
(BA1)

✓  
Uncertified  
Applications  
(BA2)

✓  
Building Permit  
applications  
(BA4)

✓  
Building Approval  
Certificate  
applications  
(BA13)



Scan to register

# The process

1

## Site measure or Survey



We attend site to obtain measurements of existing structures on site, detail any existing stormwater items, determine excavation requirements.

Some councils require a surveyor to attend (particularly of the site is flood affected). We organise it all for you.

2

## Draw plans



We draw the site specific plans up based on your suppliers design and our site assessment including any water or sewer services, vegetation, buildings to be removed, sediment plans, concept stormwater plans.

3

## Determine approval pathway



Once the plans are completed we can determine which approval pathway we are going (i.e. **Uncertified - Building Permit application (BA2)** through council or **Certified Application (BA1)** through a private certifier). We develop the required documentation for either approval\*.

4

## Obtain approval



Building permit



5

## Start Construction



Once Construction certificate approval is received you can get underway with construction.

We can provide all documentation to your trades and provide support for trades enquiries.

6

## Move in



Fernleigh work with the approving authorities, kit suppliers and trades until your building is completed. We are with you all the way through.

\*Note Fernleigh have a well established network of building professionals required for your project (such as engineers, bushfire consultants, environmental consultants). Different sites require different reports and assessments. Fernleigh help to provide competitive, cost effective and timely reports from our supplier network. These prices are additional and site specific. All quotes are approved by the applicant prior to proceeding.



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# Where do I start?



## What documents do I need for my Building Permit Application?

- Completed application form, either a [BA1](#) or [BA2](#) with all owners noted and builders section completed and signed
- Applicable fees (please see fee schedule)
- Certificate of Design Compliance (only required if submitting a BA1 – Certified Building Application)
- Site plan at a minimum scale of 1:200 showing:
  - Setbacks from the lot boundaries and all other buildings on the property, and
  - Dimensions of the proposed structure, and
  - Location and sizes of soak wells or rainwater tanks
  - Location of easements and distance to the proposed structure
  - Distance from effluent tanks, leach drains and related systems (where applicable)
- Floor plan at a minimum scale of 1:100 showing:
  - Dimensions of walls, rooms, windows and doors of proposed works.
- Elevations at a minimum scale of 1:100 showing:
  - Wall heights and materials
  - Locations and dimensions of windows and doors
- Engineering details signed by a structural engineer showing:
  - Footing and slab details
  - Construction details
  - Tie-down details or anchors
- Second-hand structures will require a recent structural engineering endorsement for the proposed site.
- If the shed or garage is within 6m of a dwelling it may require a **Bushfire Attack Level (BAL)** assessment if your property is located in a designated bushfire prone area.
- Check the Department of Fire and Emergency Services (DFES) [Bushfire prone areas map](#) to see if your property is located in a bushfire prone area.
- Existing BAL reports used for the original dwelling can be re-used for a shed application, only if the report is less than 2 years old and doesn't have an expiry date noted.
- Depending on the result of the BAL assessment there may be additional construction requirements to reduce the risk of ignition due to bushfires.

## PRONTO Submission Package (7 Day submission)

Provide Fernleigh with your site plan, elevations and Engineering plans (signed by an engineer) and we will prepare the documents, fill out your forms, submit the application to council and deal with any enquiries. We manage the approval and documents for you.

### Inclusions:

- ✓ Review all documents against council requirements
- ✓ Complete and send council forms for signing
- ✓ Submit plan set provided by you to council for approval (BA1 or BA2)
- ✓ Deal with councils enquiries.
- ✓ Send status updates to You
- ✓ Send status updates to your supplier

*"I have a plan set – can you submit and manage the application for me?"*

Only  
**\$249**  
Inc GST\*

Add

Site plan

**\$199**

Inc GST\*

or

Site plan and  
Elevations

**\$699**

Inc GST\*

or

Site consultation

**\$199**

Inc GST\*

Terms and Conditions apply –  
see next page for full plan  
packages



# Kit Plan – Packages available

Sheds, Pools, decks, pergolas and awnings structures



## PLAN PACKAGE -1

- Site Plan only.

### Inclusions:

- ✓ Detailed drawings of:
  - ✓ Existing structures
  - ✓ Proposed location of new structure, property boundaries,
  - ✓ Services (schematic layout).
  - ✓ Concept Drainage plan
  - ✓ Cut and fill Diagram

Note: Site visit not included and deposit plan not included. Survey plan / topographic heights provided by client

LIMITED TIME ONLY!

Only  
~~\$299~~  
Inc GST\*

*"I only need a site plan"*

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

## PLAN PACKAGE -2

- Plans ready for approval

### Inclusions:

- ✓ Detailed drawings of:
  - ✓ Site plan – Detailing existing structures, proposed location of new structure, property boundaries, Services (schematic layout).
  - ✓ Elevations – Cladded Elevations detailing opening location and fall of natural ground.
  - ✓ Concept Drainage plan

Note: Conditions apply. Site visit not included. Survey plan provided by client

LIMITED TIME ONLY!

Only  
~~\$740~~  
Inc GST\*

*"I just need the plans, I'll do the rest"*

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

## PLAN PACKAGE -3

- Site measure and Plan set

### Inclusions:

- ✓ Attend site and conduct site measure\*.
- ✓ Detailed drawings of:
  - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
  - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
  - ✓ Prepare plan set for council or Building surveyor

Only  
~~\$995~~  
Inc GST\*  
Ex Council/Shire fees

*"Can you come to site and prepare it all for approval?"*

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

## PLAN PACKAGE - 4

- Commercial/Industrial Plan packages

### Inclusions:

- ✓ On Site consultation
- ✓ Detailed drawings of:
  - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
  - ✓ Carparking and Landscape plan
  - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
  - ✓ Prepare plan set for council or Private certifier.

Note: Conditions apply. Survey plan required to provided by client

Starting at :  
~~\$4235~~  
Inc GST\*

COMMERCIAL/INDUSTRIAL ZONING PLAN PACKAGE

# Unauthorized Building package

## Already built or thinking of building without approval?

Whilst council can be difficult to deal with at times, Illegally built structures can cause significant stress when identified.

Illegal building works are those undertaken without the issue of a valid Building Permit. This also includes building work where a Building Permit has been issued and certain conditions under the Development Consent have not been met.

Where illegally built structures are identified, council will:

- Issue a 'Stop work notice' to projects underway.
- Issue fines
- Issue demolition orders
- Provide the owner and/or builder the option to demolish or modify an existing development application.
- Pursue Land and Environment court proceedings.

A person may apply under s. 51(3) of the Building Act for a 'building approval certificate' for a building or an incidental structure in respect of which unauthorised work has been done. When seeking retrospective approval for residential or commercial building work, a registered building surveyor must be engaged to issue a 'certificate of building compliance' (BA18) before an Application for a Building Approval Certificate (BA13) or an Application for an Occupancy Permit (BA9) can be made to the permit authority.

## Building Approval Certificate (BA13) Plan package (for Illegally built structures)

Inclusions:

- ✓ On Site consultation
- ✓ Engagement with professionals required (engineers etc)
- ✓ Detailed drawings of 'As built':
  - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
  - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
  - ✓ Photos of structure
  - ✓ Prepare plan set for council
  - ✓ Complete council forms and submission to council.
  - ✓ Engage external professionals (engineers, surveyors).

From  
**\$1799**  
Inc GST\*



### Tip :

**Be transparent with council**

Provide them with the information they need to fully assess the situation.

**Have any construction documentation prepared**  
(old engineering, construction photos etc).

## Terms, Conditions and Disclaimers:

### Drafting and Turnaround Times:

- Turnaround times detailed are based on number of days from site assessment to submission to approving authority.
- Turnaround times are dependent on the relevant information being provided to Fernleigh in full and payment being made on time.
- Turnaround times will extend if Variations requests are required by you.
- Max size – The maximum size building covered under the above price list is 350m2. Buildings over this size are to be quoted separately by Fernleigh (Fee estimate = Commercial/Industrial Buildings over 350m2 are estimated at \$11/m2 or \$5/m2 for commercial agricultural).
- The times detailed are for plans to be returned to you based on information provided by You and do not include changes requested by You, Council Representatives, Builders, kit sellers or Your PCA.
- Turnaround times may extend in higher volume periods such as Steel price rises, EOFY, supplier promotions and Christmas etc.
- Turnaround times may also be delayed due to closures, lockdowns and events out of Fernleigh's control.
- Printing and postage – Printing and postage fees apply for plan packs. All files can be provided via email and taken to printer to be printed on A3 by You on request. All documents can be placed on a USB. Additional fees apply.

### Approval and Variation:

- Whilst we seek to get every application approved with council, there is no guarantee that council will accept and approve the application. As such the purchasing of a shed, prior to approval is a risk you bear.
- Whilst variations to the council guidelines can be approved (although not guaranteed), these come with additional work both in the planning and the submission/council stage. As such, jobs that require one or more variations to council DCP items such as maximum size, height, cut and fill or setbacks, have additional costs associated with them as detailed in the order form/price list.
- Building within protected areas will also likely receive pushback from council, as such there is additional work and time required in these plans and submissions. Bushfire, Flood, Water Catchment, Riparian Water, Mine Subsidence will likely require additional work with council to finalise
- Jobs with one or more variations, will likely take longer in the drafting, submission and approval stages as opposed to a proposal completely compliant with council DCP guidelines.

### External professional services that may be required:

- Deposited Plan & Planning certificate costs – 'Deposited plans' detail your property boundaries and enable us to locate and position your proposed development on your site. A Deposit Plan is normally provided in your deed when you purchase a property. If you cannot provide a Deposit Plan, a fee of \$60.5 (Inc GST) is applicable to obtain these documents through an information broker. Planning certificates (also known as Section 10.7 certificates) and 88b Instruments are also normally provided from your conveyancer when buying a property. Additional fees may apply if council or the certifier requests these.
- Bushfire assessments – May be required if you are planning to erect an outbuilding, deck or pergola within 10m of a dwelling in a fire zone. Fernleigh can arrange a quote for you from an external professional should this be required.
- Mine Subsidence Approval - This will be required if your property is within a Mine Subsidence District. The costs of this approval/stamping are detailed in the price list.
- Water Authority Approval – Approval/Stamping may be required from a water authority to ensure the proposed build is not affecting existing assets. The costs of this approval/stamping are detailed in the price list.
- Site Survey – Council or certifier may request a site survey providing ground levels to Australian Height Datum (AHD) or FINAL SURVEY to confirm location of 'as built' structure. This service is to be conducted by a registered Surveyor. Fernleigh can organise this for you.
- Outdoor kitchen detailing/ Wet area detailing – Outdoor Kitchen and wet area detailing charged \$110 +GST (Example = External powder room or Laundry <=10m2). This will involve changing plans to Class 1a Habitable.
- Sewer Peg outs – If you are proposing to build OVER or ADJACENT to a sewer service; a 'Sewer peg out' may be requested. Sewer peg outs are conducted by registered inspectors and charges are made directly to you via your chosen inspector. Sewer peg out information can be added to your development application plans after the peg out is conducted. Give us a call for more information.

### Costs not covered by Fernleigh:

- Fernleigh **does not** pay council or certifier/building surveyor fees associated with council applications.
- Council may request additional information in the form of external professional reports such as; Additional drafting, Detailed Survey Reports, Bushfire Reports, Arborist Reports, Flood Certificates. Whilst we can assist in engaging the relevant professional, Fernleigh does not cover the cost of the report itself.
- Additionally, plan stamping may be required by the relevant water, property or mine authority. Whilst we venture to have these approvals/stamping undertaken prior to the submission to council, these can be requested by council even where it does not appear to be required. In either event, the submission of plans for stamping may create additional delay in the process which is out of Fernleigh's control.

### Documents required from you throughout process:

- Your signature on council forms for submission.
- Engineering from manufacturer of shed, awning, etc.
- Any correspondence from council directly to yourself following submission.

### Minimum fee

- A minimum site call out fee of \$185 (+GST) applies if the job is cancelled after the site measure is conducted or cancelled due to information being provided on site by a representative of Fernleigh.



# Order Form

## Drafting Services (Class 10 Structures & Pools)

	Price (\$) inc GST	Tick
Site Consultation (check availability)	\$ 199.00	<input type="checkbox"/>
Site Measure (check availability)	\$ 360.00	<input type="checkbox"/>
Plan Package 1 (Site plan only)	\$ 199.00	<input type="checkbox"/>
Plan Package 2 (Plans only)	\$ 699.00	<input type="checkbox"/>
Plan Package 3 (Site visit, plans)	\$ 995.00	<input type="checkbox"/>
Plan Package 4 (Commercial/ Industrial)	Per spec.	<input type="checkbox"/>
Building Approval Certificate plan set.	\$ 1,849.00	<input type="checkbox"/>
Detail Retaining Walls (\$/lm)	\$ 8.80	<input type="checkbox"/>
Add Wet area or Kitchenette up to 10m2 (\$/hr)	\$ 121.00	<input type="checkbox"/>
Add additional Building (same site \$/hr)	\$ 121.00	<input type="checkbox"/>
Attend site to meet with council (max1hr check availability)	\$ 185.00	<input type="checkbox"/>

## Additional services required (site specific)

Additional drafting (\$/hr)	\$ 121.00	<input type="checkbox"/>
Purchase Deposited Plan (if not provided by client)	\$ 60.50	<input type="checkbox"/>
Submit Certified (BA1) or Uncertified application (BA2)	\$ 249.00	<input type="checkbox"/>
Submit Building Permit application to approving authority	\$ 165.50	<input type="checkbox"/>
Mines Subsidence Approval application	\$ 71.50	<input type="checkbox"/>
Water authority approval (Res/Ind Zones) Required on all residential applications	\$ 71.50	<input type="checkbox"/>
SOEE (Statement of Environmental Effects) or Exempt development report	\$ 242.00	<input type="checkbox"/>
WMP (Waste Management Plan)	\$ 180.00	<input type="checkbox"/>
Bushfire self assessment	\$ 71.50	<input type="checkbox"/>
Swimming Pool Energy Certificate	\$ POA	<input type="checkbox"/>
Council guidelines Variation Request to : Reduce the distance of the proposed structure to the side or rear boundaries, build in front of primary building lines, exceed the maximum floor space, exceed the max roof height, exceed max cut/fill. <b>Note: Variations requested will extend approval turnaround times.</b>	\$ 145.00 / variation	<input type="checkbox"/>
Request to Build over sewers exc water asset owner fees.	\$ 165.00	<input type="checkbox"/>
Request to Remove trees in an environmentally protected zone (source/engage & liaise Arborist) Exc Arb cost.	\$ 165.00	<input type="checkbox"/>
Bio Diversity Mapping review application	\$ 499.00	<input type="checkbox"/>
Bio Diversity assessor engagement fee (source/engage & liaise environmental consultant) Exc consultants cost.	\$ 119.00	<input type="checkbox"/>
Building Envelope modification requests	\$ 363.00	<input type="checkbox"/>
Flood affected property assessment (acquire flood report, source/engage & liaise surveyor). Exc survey cost.	\$ 485.00	<input type="checkbox"/>
Building within 1% AEP Flood mapped area (source/engage & liaise flood/hydraulic engineer and council)	\$ 699.00	<input type="checkbox"/>
Dilapidation reports (photos/application) exc restoration bond	\$ 149.00	<input type="checkbox"/>
Purchase Land Title/Crown plan (if Crown plan not provided)	\$ 80.50	<input type="checkbox"/>
Informal LANDGATE request (existing council records for your property i.e existing plans)	\$ 119	<input type="checkbox"/>

## Register below (scan and email to [admin@fernleighdrafting.com.au](mailto:admin@fernleighdrafting.com.au) ):

Proposed (Shed/Deck/Patio/Pool etc):

Property Owners First Name(s):

Property Owners Last Name(s):



Street:

Town:

State:

Post code:




Lot & DP # (if known):

**Payment Terms** – 50% min payment required to commence. Final 50% payment invoice due prior to CDC review and/or DA plans being released

Mobile:

Tick ☒ I have read and accept the terms and conditions for this offer and understand the pricing information provided and payment terms above.

Email:

Kit Supplier:

Signed:

Date:

..... / ..... / .....

Prices valid 90 Days (1<sup>st</sup> of July – 30<sup>th</sup> of September, 2023).



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Natural disaster  
victim support  
packages available.

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Or  
Scan and register online:



[www.fernleighdrafting.com.au](http://www.fernleighdrafting.com.au)





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