



Retaining wall Checklist

All retaining walls equal to or exceeding 500mm in height requires planning consent and a building permit.

To assist in the prompt processing of your building permit application please use this checklist to ensure the required documents will be supplied for assessment, these are inclusive of but not limited to;

- 1) Site plan to scale including;
 - Existing ground levels relevant to a fixed datum point;
 - Proposed ground levels relevant to a fixed datum point;
 - Proposed wall heights, top and bottom relevant to a fixed datum point;
- 2) Ensure minimum embedment of retaining wall is achieved as per engineers design;
- 3) Boundary setbacks indicated;
- 4) Setbacks from existing structures as per engineer's certification;
- 5) STRUCTURAL ENGINEER'S DESIGN CERTIFICATION;
- 6) Any retaining wall 1.0m or higher requires a compliant fence / barrier be installed;
- 7) BUILDING PERMIT APPLICATION with 2 sets of plans
 - BA2 Form – Application for Building Permit Uncertified OR
 - BA1 Form – Application for Building Permit Certified;
- 8) CERTIFICATE OF DESIGN COMPLIANCE (CDC) - For certified applications only;
- 9) APPLICATION FOR PLANNING APPROVAL with 1 set of plans;