

## **BUILDING PERMIT INFORMATION**

Prior to the commencement of any building, residents need to submit plans and specifications of any proposed works for assessment and approval. The term "building" includes any residence, pergola, outbuilding, garden shed, patio, carport, garage, swimming pool (above ground or below ground), spa, retaining wall, addition or alteration to any building.

Plans and specifications must be submitted in accordance with the requirements of the Building Regulations 2012.

## **WHEN IS A BUILDING PERMIT REQUIRED?**

Under Western Australian Legislation (Building Act 2011) a Building Permit is required before commencement of most building work. A Building Permit is required for any work involving the development of new structures, alterations or extensions and changes in ground levels. These include:

- Dwellings and Additions
- Commercial and Industrial buildings
- Carports and Patios
- Sheds and Garages
- Front fences
- Retaining Walls
- Decking
- Rainwater Tanks
- Swimming Pools and Spas

Some forms of development, including new houses outside the Beverley townsite may also require a separate Planning Approval (see info under Town Planning). The planning approval process must be completed before you can submit your application for a Building Permit. A fee for Planning Approval in addition to the Building Permit application fees will be payable.

## **APPLYING FOR A BUILDING PERMIT**

When you apply for a building permit, you must consider whether to lodge a *Certified Application* or choose to lodge an *Uncertified Application*. In either case, a signed *Certificate of Design Compliance* (CDC) is required before approval can be given. A CDC confirms that a building's design complies with the applicable building standards.

## **CERTIFIED AND UNCERTIFIED APPLICATIONS**

A certified application is where you engage a registered building surveyor to complete a CDC before the application for a building permit is submitted. The CDC will need to accompany the application for a building permit certified Form BA1. If all other required approvals have been obtained, the permit authority has ten business days to approve or reject your application.

Applications for Class 1b and Class 2 to 9 must be lodged as certified applications. Applications for Class 1a and 10 may be lodged as certified applications or uncertified.

An uncertified application can only be lodged for Class 1a and 10 residential buildings using a Form BA2. Once your application is submitted the permit authority will assess compliance with the Building Code of Australia and complete the relevant certification (CDC) before it can grant a building permit. The permit authority has 25 business days to approve or reject your application. For a timely approval it is important to ensure plans and specifications, including engineering certification, submitted with your application demonstrate compliance with the Building Code of Australia and all other relevant approvals have been obtained before your application is submitted.

## **APPLICATION FEES**

### **CERTIFIED APPLICATION FOR A BUILDING PERMIT (s. 16(1))**

For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00

For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00

### **UNCERTIFIED APPLICATION FOR A BUILDING PERMIT (s. 16(1))**

The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00

### **APPLICATION FOR A DEMOLITION PERMIT (s. 16(1))**

For demolition work in respect of a Class 1 or Class 10 building or incidental structure the fee is \$105.00

For demolition work in respect of a Class 2 to Class 9 building the fee is \$105.00 for each storey of the building.

### **APPLICATION TO EXTEND THE TIME DURING WHICH A BUILDING OR DEMOLITION PERMIT HAS EFFECT (s. 32(3)(f))**

The fee is \$105.00

### **INSPECTION OF POOL ENCLOSURES (regulation 53)**

The fee is \$57.45

## **APPLICATION FORMS**

Application forms can be collected from the Shire Office, by telephoning the Office on 9646 1200 or can be downloaded from <http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>.

Application forms must be signed by the Applicant, Builder and Landowner before being submitted.

If you are unsure which is the correct application form, please contact the Shire's Building Surveyor for advice.

## **BUILDER'S LICENSE OR OWNER BUILDER'S REQUIREMENTS**

Any domestic work with a value exceeding \$20,001 must be carried out by a registered builder or under an Owner Builder's Permit. Details of your builder or a copy of your Owner Builder's Permit must be provided at the time of lodging your application for a building permit.

Information on how to obtain an Owner Builder's Permit is available from the Building Commission's website at <http://www.commerce.wa.gov.au/building-commission/owner-builder-application>.

## **NOTICE OF COMPLETION**

A new requirement under the Building Act 2011 (for all classes of building) is that the Builder must submit a Notice of Completion within 7 days of finishing the work listed under the permit.

The purpose of this Notice of Completion is to establish an end date for the Building Permit, for compliance and record keeping purposes. It also defines the date that the Builder has fulfilled his compliance obligations under the Building Act 2011.

## **ON SITE SEWAGE DISPOSAL (SEPTIC TANKS)**

To install a new system or carry out alterations to an existing onsite sewage disposal system, such as a septic tank and leach drain, Aerobic Treatment Unit or other systems approval from the Shire's Environmental Health Officer must first be obtained. In some circumstances approval from the WA Department of Health is also required.

On-Site Systems within the Townsite will most likely require an Aerobic Treatment Unit, unless the site is a sand site.

The WA Department of Health has a list of approved systems and it is advised that you discuss your needs with your local plumber to determine the most appropriate system to cater for your development and site. Further information is available from the WA Department of

Health's website at [http://ww2.health.wa.gov.au/Corporate/Articles/U\\_Z/Wastewater-systems](http://ww2.health.wa.gov.au/Corporate/Articles/U_Z/Wastewater-systems).

An application can be made by completing the form available from the Shire Office. This must be submitted with a fee of \$236.00 and a site plan showing the proposed system's location and details of the system to be installed or altered.

## **DEMOLITION**

A demolition permit is required for the demolition, dismantling or removal of a building or incidental structure. Under regulation 42 of the Building Regulations 2012, any Class 10 building that does not exceed 40m<sup>2</sup> may be exempt.

Application must be accompanied by:

- copies of all plans and specifications;
- copy of any planning approvals and/or notifications to the Heritage Council that are required;
- appropriate consent forms or court orders where work encroaches onto or adversely affects other land;
- details of the contractor where asbestos is present; and
- payment of the prescribed fee of \$105.00

## **SWIMMING POOL APPROVALS**

All private swimming pools require a Building Permit prior to installation, including portable and above ground pools such as those purchased commercially from *Clark Rubber*, *Bunnings* and *Big W*.

The application for a building permit must provide details of the proposed fencing. All pools must be properly fenced in accordance with current State legislation. A guide to swimming pool fencing requirements is available from the Building Commission's website at <http://www.commerce.wa.gov.au/publications/rules-pools-and-spas>.

Inspections of all private swimming pools are carried out at least once every four years.

## **FURTHER INFORMATION**

Please ring the Shire on 9646 1200 for further details and an application pack.