

days. Information on the SAT can be found at www.sat.justice.wa.gov.au

RELEVANT PUBLICATIONS

The Building Commission

<http://www.buildingcommission.wa.gov.au/consumers/owner-builders>



Applying for a Building Permit

If you intend to construct any building or other structure, you need to submit an application for a Building Permit. A Building Permit must be obtained before commencing the construction of a house or other building; extensions to an existing building (including patios and other open-sided additions); a garage, garden shed, cubby house or other outbuilding; a pergola; swimming pool or spa; a front fence; a brick, stone or concrete boundary fence; a retaining wall; or a sign.

Building Permit applications are checked to determine structure adequacy, compliance with relevant legislation, and to ensure that there will not be undue pressure (loading) on an adjoining property.

In some cases, planning approval is required prior to obtaining a Building Permit. The drawings and other documents submitted in support of a Building Permit Application must demonstrate compliance with all conditions of Planning Approval.

NEED MORE INFORMATION?

Further information can be found on the Shires web site alternatively an officer can be contacted on 98841056 or at the Shire Officers at 22 Watts St. or <mailto:cdo@wandering.wa.gov.au>

APPLICATION

When applying for a Building Licence, the following need to be submitted:

- Application form
- Checklist
- Two sets of drawings on paper not less than A4 size (scale of 1:100 for architectural and structural; 1:200 for site plan; and 1:50, 1:20 or 1:10 for details)
- The architectural drawings are to include a site and floor plan of every storey, with all elevations and a section that provide all dimensions, levels, heights of each storey and the construction details of walls and roof. Structural details must be signed by a qualified structural engineer in pen of a colour other than black.
- The site plan is to include all setbacks from boundaries, contour levels, floor levels, lot number, house number, street name, north point, existing and proposed buildings, existing wall heights, sewer and stormwater lines and easements, position of street trees, light poles, crossovers and street drainage.
- Accompanying the drawings shall be the specifications, an addendum and other information such as termite treatment and energy efficiency compliance checklist. For detailed information, Part 3 of the Building Regulations 2011 can be consulted.

It is important to submit all information required for assessment as this will ensure that your application is processed promptly and without undue delay.

Building Licence fees are calculated on the estimated value of work to be carried out. Refer to the Shire's Fee Schedule. The Shire also collects the Builders' Services Levy (BRB) and the Building and Construction Industry Training Fund (BCITF) Levy for all work over \$20,000.

A Registered Builder is required to be engaged if the value of the work is in excess of \$20,000. Alternatively, if you wish to be an Owner-Builder for residential work only, an approval from the Builders' Registration Board must be obtained before the Building Permit is issued. Owner-Builder application forms are available from <http://www.buildingcommission.wa.gov.au/consumers/owner-builders>

or from the Shire offices.

If Planning Approval is also required, this must be obtained prior to the Building Permit being issued.

ASSESSMENT

When a Building Permit application is received, it is checked by the Planning Department to see if a Planning Application is required. Your consultant should ensure that any plans then submitted for a Planning Approval match those submitted with the Building Permit Application..

Building Department will then complete a full check of design and structural requirements. Your application will be assessed for compliance with the Building Act 2011, the Building Regulations 2012, as amended, and the Building Code of Australia (BCA), as amended. Depending on the nature of the proposed development, other Acts and / or legislation may apply as well as Australian and New Zealand Standards.

During this process, a site inspection is often carried out to determine the accuracy of the drawings and the position of new and existing retaining walls.

DETERMINATION

Each Building Permit is issued with relevant conditions, or in some cases, the Building Permit is refused for stated reasons.

In the case of applications supported by all relevant information, the performance target for a first response is six weeks.

When the Building Permit has been issued by Building Services, an officer advises the builder that the Permit is ready for collection. The Building Permit remains valid for 24 months from the date of issue and can be extended for a further period of up to 12 months. The Building Permit is declared void should the work not be substantially commenced within 12 months.

APPEAL RIGHTS

Should you be aggrieved by any of the conditions or by the refusal, an appeal may be lodged with the State Administration Tribunal (SAT) within 28.