



INFORMATION for PROSPECTIVE BUILDERS

1. APPLICATION FOR BUILDING PERMIT

1.1. General: With certain exceptions (see item 1.4) a Building Permit must be obtained from the Shire before commencing work on any building or structure within the district. An application for a class 1a building (house) or class 10a building (shed, carport, pergola etc.), must be lodged with the Shire in one of two forms:

- Uncertified application (form BA2) – where the applicant wants the Shire Building Surveyor to examine the plans and issue a Building Permit; or
- Certified application (form BA1) – where the applicant engages a private Building Surveyor to examine the plans and other documents, prior to being lodged with the Shire for a Building Permit.

1.2. Planning: At the beginning of the process of examining plans and other documents for building approval, the proposal must first be cleared as complying with the Shire of Nannup Local Planning Scheme No.3. A single dwelling and ancillary non-habitable buildings (outbuildings not used for commercial or industrial purposes) are “permitted” in all zones, without development approval, except on properties with designated heritage places, land within the Heritage Area, and in the Industry Zone. Unless the proposal departs from requirements of the Scheme and/or the Residential Design Codes, separate development approval is not required. However, if the proposal does not comply with the Scheme and/or the Residential Design Codes (e.g. reduced setbacks), separate development approval must be obtained before a Building Permit can be issued.

1.3. Fees: Building Permit fees are calculated on the **value** (including GST), not necessarily the cost of the project. The value includes fees, materials, labour, services and overheads. The rate for calculation of the fee is 0.32% with a minimum of \$97.70. There are also other fees that apply or may apply to a building application:

- Building Services Levy (BSL), which the Shire is by law required to collect on behalf of the Building Commission. BSL is payable on every application, calculated at a rate of 0.137% with a minimum of \$61.65.
- Building & Construction Industry Training Fund Levy (BCITF), which the Shire is required by law to collect on behalf of the Building & Construction Industry Training Fund, is calculated at a rate of 0.2% for projects with a value of more than \$20,000 (including GST).
- Septic Tank fee, for those projects where a septic tank system is to be applied. The standard fee is \$236.00.

- Planning Application fee, depending on what is proposed, the minimum fee is \$147.00. Where a variation to the Local Planning Scheme is proposed (see 1.2 above) e.g. setback variation, the fee is an additional \$126.00.

An example of the fee structure for a dwelling valued at \$250,000 (including GST) is as follows:

○ Planning fee – where required (assumes setback variation)	273.00
○ Building permit fee	800.00
○ BCITF	500.00
○ BSL	342.50
○ Septic tank fees	236.00

1.4. Exceptions: The following types of construction do not require a Building Permit or a Planning Application unless the property contains a designated heritage place or is located within the Heritage Area. However, you should notify the Shire when undertaking such works because you must still meet ordinary building requirements related to structure, footings and set-backs.

- A freestanding Class 10a building (e.g. garden shed etc.) less than 10m² and 2.4m high.
- A pergola attached to a house and no more than 20m² and 2.4m high.
- A rainwater tank of 5,000 litres or less.
- Renovations, repairs or maintenance that do not change the floor area, that does not affect the structure, that does not change the classification and uses similar materials to those being replaced. There are also other conditions.
- Attachment of photovoltaic or solar panels to the roof of a building.
- Temporary office shed, or toilet to be used by a builder during a construction project.
- Erection of a fence (other than a swimming pool fence). Other conditions apply.
- Erection of a mast or antenna (max 3m high or 2m above a building to which it is attached).
- Retaining wall no more than 0.5m high and not associated with other building work or the protection of a boundary. Other conditions apply.

Discuss with the Shire before proceeding

1.5 Owner Builder: If you wish to be an owner builder in respect to your house or shed, or to undertake alterations/additions to your house or shed, where the value of the project is greater than \$20,000, you must first obtain permission from the Building Commission. Ask at the Shire for further information or contact the Building Commission on www.buildingcommission.wa.gov.au

2. PLANS & DOCUMENTATION

The following plans and documentation must be included in duplicate with a Building Permit application. Not all items will apply to all applications.

2.1 Plans (generally to a minimum scale of 1:100)

- Site plan (scale 1:200), showing the subject block of land with details of street names, lot number, on which should be marked the distances from boundaries, of existing and proposed buildings and septic tank systems. Contour levels should also be shown;
- Plan view of each storey with all dimensions included;
- Elevations of external views;
- One or more transverse or longitudinal sectional views;
- Foundation details such as earthworks, cut & fill and retaining walls where relevant;
- Footing or sub-floor structure detailed drawings, which will generally need to be engineer certified;
- Any plans or details certified by a Structural Engineer.

2.2 Other Documents

- **Building Permit application form** – The correct form (e.g. BA2) must be completed accurately and in full. It should be noted that all owners of the subject land should sign the application at section 3.
- **BCITF levy form** – Where the value of the project exceeds \$20,000.
- **Specifications or Schedule of Materials**
- **Engineering Details** – Earthworks, site assessment, footing design/details and structural elements of buildings are commonly certified by a Structural Engineer and may be required by the Building Surveyor. A useful rule of thumb is that where unsupported spans exceeding 6m are incorporated into a design, engineer certification will be required.
- **Energy Assessment for a dwelling**– Nannup sits within Climate Zone 5 specified in the Building Code of Australia. A full energy assessment (at 6 star plus level) including Glazing Calculator is to accompany any relevant application. A list of Energy Assessors can be found on the ABSA website – www.absa.net.au
- **Bushfire Assessment** – Much of the Shire district has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner, which triggers a requirement in the Building Code of Australia that any new residential building or substantial alteration to an existing residential building, is built to comply with an Australian Standard (AS3959). AS3959 stipulates an incremental range of structural requirements according to the assessed BAL (Bushfire Attack Level) of a particular site. Therefore, a BAL assessment by an accredited BPAD assessor is required with the Building Permit application, to determine the specific requirements that will apply to the proposal. The Shire has a list of accredited assessors with contact details for your convenience.
- **Owner Builder approval** – Where a Building Permit application for a dwelling (including alterations/additions), exceeds a value of \$20,000, the works must either be supervised by a registered builder or an owner, who has obtained approval to do so by the Building Commission. Obtaining said approval is a separate process involving the Building

- Commission but a Building Permit cannot be issued by the Shire until proof of building Commission approval is received; or
- **Indemnity Insurance Certificate** – Where a dwelling, over the value of \$20,000.00, is to be constructed by a registered builder or additions/renovations, the builder must provide an indemnity insurance certificate in relation to the works to be performed. Indemnity insurance only applies to a residential building.
 - **Water Corporation** – Where the land is in an area serviced by Water Corporation in terms of water supply, sewerage or drainage scheme, the applicant must obtain Water Corporation clearance.
 - **Septic Tank application** – Where a septic tank system is to be installed, a septic tank application together with 2 x site plans showing all buildings and the proposed septic tanks and leach drains with dimensions (including distances from buildings and boundaries), must be provided.
 - **Fees** – All relevant fees are to be lodged with the applications.

Correct as at 1st July 2017