

# **GUIDELINES FOR APPLICATION FOR BUILDING LICENCE**

All new buildings, sheds, garages, swimming pools and the like are subject to a Building Licence application.

Additions and renovations involving structural alterations also require a building licence.

Every Builder making application for a Building Licence must deposit the following with the Building Surveyor;

## **BUILDING DETAILS**

Two complete sets of drawings (to scale not less than 1:100) showing:

- a.) a plan of the proposed building;
- b.) at least two elevations of external fronts;
- c.) one or more sections, transverse or longitudinal;
- d.) the heights of each storey;
- e.) depth and size of foundations;
- f.) underpinnings;
- g.) levels of ground, including finished floor level (ffi); and
- h.) construction details of the walls, floors and roof.

For additions/extensions the proposed new work should be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means.

The above mentioned drawings shall be legible, measurements are to be in metric, durable and shall not be less in size than sheet A4.

## **BLOCK DETAILS**

A block and drainage plan (to a scale of not less than 1:500) showing:

- a.) street names, lot number, title reference to the site with north point clearly marked;
- b.) the size and shape of the site;
- c.) the dimensioned position of the proposed new building, and of any existing buildings on the site;
- d.) the relative levels of the site with respect to the street or adjoining way;

- e.) depth and size of foundations;
- f.) the position and size of any septic system (septic tanks and leach drains) and existing storm water drains;
- g.) the position of street trees between the site and the roadway.

### **SPECIFICATIONS**

- Two copies of specifications are required, describing the materials to be used in construction of the building.
- The sizes of the materials need to be provided, including all other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.

### **ENGINEERING DETAILS**

- Applications involving the construction of concrete footings and slabs will need to be supported by appropriate engineering details, which shall be certified by a qualified practicing engineer.
- Dependent on the design and degree of a proposed construction the Building Surveyor may require additional certification of the Plans and Specifications by a practicing Structural Engineer.
- Mud brick, stone walled or similar material houses will require engineer certification.

### **COST ESTIMATE**

The estimated commercial cost of the entire building project must be provided. This includes, but is not limited to, earthworks, foundations, frame construction, cladding, brickwork, installation of services, fixture and fitting out. **The cost estimate is inclusive of the GST.**

### **BUILDING FEES**

Building Fees are applicable to all Building Licences. Fees are levied at the following rates in accordance with the proposed buildings' classification within Part 1.3 of the Building Code of Australia Volume 2:

- |                                      |   |
|--------------------------------------|---|
| For Class 1 and Class 10 buildings - | 0.35% of $\frac{10}{11}$ of the estimated cost of construction but not less than \$40.00. |
| For Class 2 – 9 buildings -          | 0.2% of $\frac{10}{11}$ of the estimated cost of construction but not less than \$40.00.  |

### **BCITF LEVY**

All applications for Building Licence where cost of construction exceeds \$20,000.00 are required to complete a Building and Construction Industry Training Fund (BCITF) levy payment form. This levy is charged at 0.182% of the value of the construction work and is paid to the Shire of Coorow.

## **BRB LEVY**

The Builders Registration Board applies a statutory \$30.00 levy on all Building Licences issued.

## **BUILDERS REGISTRATION**

Under the Builders Registration Act the carrying out of any building work that has a construction cost exceeding \$12,000.00 in value **must** be undertaken by a “Registered Builder”.

## **OWNER BUILDER REQUIREMENTS**

Property owners wishing to undertake their own building, as owner-builders, **must** sign a Statutory Declaration if the work has a construction value in excess of \$12,000.00.

The Owner-Builder Statutory Declaration plus \$100.00 fee must be lodged with the Builders Registration Board **prior** to the Local Government issuing a Building Licence.

In signing that Statutory Declaration the owner confirms that he / she / they:

- Have not obtained a building licence in the preceding six years where the construction value was in excess of \$12,000.
- Will not sell the land/building within three years of being granted the building licence without first obtaining the consent of the Commissioner for Fair Trading; and
- Will assume the responsibility for the performance (structural integrity) of the building works for a period of six years.

**Note:** Sale of the land on which the building was constructed within 3 years of the date of the issue of the licence without the written consent of the Minister's delegate – The Commissioner for Fair Trading, is an offence under section 4A(3) of the Act. Penalty \$10,000. The same penalty applies if home indemnity insurance is not arranged if the property is sold within 7 years of the date of issue of the building licence.

## **HOME INDEMNITY INSURANCE**

Amendments to the Home Building Contracts Act 1991 have made it compulsory for builders to take out indemnity insurance before they can obtain a Building Licence to perform *residential work over \$12,000* in value.

- ◆ Builders who carry out residential building work for another person under a residential building contract will have to take out indemnity insurance -
  1. against the loss of deposit,
  2. failure to complete the building work, and
  3. failure to rectify faulty or unsatisfactory workmanship, during the six year insurance period following practical completion.
- ◆ An owner builder who obtains an owner builder licence from a local government authority and then decides to sell the residence within seven years of obtaining that licence will be required to take out indemnity insurance to cover subsequent owners

against failure to rectify faulty or unsatisfactory workmanship for the balance of the seven year period from the date of obtaining the licence.

### **POLICY IMPLICATIONS**

Council has policies relating to:

- Second hand housing;
- Boundary fencing encroaching the building line;
- Oversized outbuildings on residential properties; and
- Path/kerbing bond of \$500.00

For further information on the implications of these policies please consult the Manager Community Development.

### **FIRE REQUIREMENTS**

Attention is drawn to the requirements of the Building Code of Australia Volume 2 Part 3.7.2 Smoke Alarms and their required installation in Class 1 buildings.

Also, every Builder making application for a building licence, excluding Classes 1 and 10 (as classified by the Code) must deposit with the Fire Brigades Board of WA (**the Board**) plans and specifications of sufficient detail to enable the Board to assess their compliance with the fire requirements of the Code.

### **HEALTH AND AMENITY**

Part 3.8 of the Building Code of Australia Volume 2 details the requirements for lighting, ventilation, wet areas, room sizes and facilities. This part should be read in conjunction with the Health Act 1911 (as amended) and relevant Regulations to achieve compliance with items dealing with health and amenity.

### **ACCESS FOR PEOPLE WITH DISABILITIES**

Builders are reminded of the need to provide access for people with disabilities in Class 3 – Class 9 buildings in accordance with Part D3 of the Building Code of Australia Volume 1.

### **SEWERAGE**

Where Water Corporation mains sewer is available, the connection of all plumbing fixtures is required without exception.

Should the proposed works require the installation of septic tanks and leach drains an “Application to Construct or Install an Apparatus for the Treatment of Sewage” must be submitted to the Shire of Coorow by a licensed plumber.

The minimum standard for an on-site disposal system (septic tanks) includes 1 x 1520mm and 1 x 1220mm septic tanks, and 2 x parallel 12m leach drains or as directed by the Manager Community Development. (Approved concrete domes or Atlantis only.)

An application/inspection fee of \$125 is payable to the Shire of Coorow.

Pursuant to section 107 of the Health Act, no on-site treatment and / or disposal shall be used until / unless it has been first inspected and a Certificate of Approval issued by the Manager Community Development.

### **COMPACTION CERTIFICATE**

Certification that the foundation beneath the building pad has been adequately compacted must be provided to the Building Surveyor. House pads are required to be compacted in layers to achieve a compaction in excess of seven (7) blows per 300mm, using a standard Perth sand penetrometer.

### **BOUNDARY SETBACKS**

Consideration should be given to the location of building on the property. Town Planning requirements assign different front, rear and side boundary setbacks for different zones (i.e. Industrial, Residential, Commercial). Consultation with the Manager Community Development is advised.

### **FENCING**

Copies of Councils Local Laws Relating to Fencing are available from the Shire of Coorow.

### **DURATION OF BUILDING LICENCE**

A Building Licence will become void if the work contained therein has not been substantially commenced within 12 months of issue. A building must be completed within 24 months of the date of issue of the Building Licence.

Should a Building Licence become void, application may be made to the Building Surveyor for its renewal on payment of additional fees.