



Building Licence Submission Requirements

Local Government approval is required for the erection of any building be it a dwelling, dwelling addition, patio, pergola, swimming pool, front fence, spa, retaining walls, shade sails and gazebo constructions.

The specifications, positioning and materials for proposed structures must comply with the requirements of the Building Code of Australia (BCA) and the Residential Design Codes.

The Shire recommends that advice be sought from the Council's Building Surveyor, Town Planner and Environmental Health Officer at the initial stage of the proposed development, to obtain information regarding the relevant set backs and specific requirements. These requirements will vary dependant on the type of structure and its location.

BUILDING LICENCE REQUIREMENTS:

The following information is required to be submitted with the appropriate application form:

Site Plan and Working Drawings

- Two Copies of a site plan drawn to a scale of not less than 1:200
- The site plan must be fully dimensioned and all setbacks must be indicated.
- The finish floor level of the dwelling and garage or carport must be indicated with a datum point taken from the top of the kerb at the center of the driveway crossover and a corresponding height reference to the center of the adjacent road.
- Two Copies of Working Drawings of the structure drawn to a scale of not less than 1:100

Engineering Details

- Two Copies of the Engineer signed design for the building structural components in accordance with structural design manuals noted in the BCA. Structural engineer's details will be required for all steel framed structures before a building licence is used.

It is recommended that advice from the Building Surveyor be obtained regarding the correct Cyclonic (wind loading) rating for the proposed structure.

Water Corporation WA Approval

One Copy of a site plan bearing the approval stamp from the Water Corporation is required for all new dwellings within a Sewered or Water Serviced area.

The Water Corporation has introduced a fee of \$31.00 for assessment of Minor Alterations (additions, patios, sheds etc). Plans are to be submitted direct to the Water Corporation by the property owner, Once water corporation's approval is granted a copy of the approved plans are to be forwarded to the Council and, subject to no outstanding issues from this office, a Building Licence will then be issued.

Materials

Two Copies of specifications with a completed addendum indicating the types of materials proposed to be used.

Termite Treatment

Submissions to the Shire for the construction of new dwellings or additions must be accompanied by a certified Termite Treatment System.

Health and Amenity

All submissions are required to comply with the requirements of the BCA in respect of this section of the BCA. This includes sanitary and other facilities, waterproofing, room height, light and ventilation. Notification on the plans is required to show how the proposed building will comply.

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Safe movement and Access.

All submissions are required to comply with the requirements of the BCA in respect of this section of the BCA. This includes stair construction, balustrades and access for people with disabilities in commercial buildings.

Energy Efficiency.

Following the introduction of Energy Efficiency requirements in 2005/6 there is a requirement that new buildings meet the requirements of BCA under part 3.12

Home Indemnity Insurance

A copy of the Home Indemnity Insurance is required when making an application for a Dwelling or Dwelling Addition exceeding \$20,000 estimated construction value. An owner/builder is exempt from the Home Indemnity Insurance requirement at building licence stage.

Development Approval

A separate application may be required for Planning Approval for the following proposed structures.

- Single Residence where the Carport or Garage is within 4.5 meters to the front Boundary
- Commercial and Industrial Work
- Two or more grouped dwellings
- Buildings or alterations on all Rural and Rural Living properties
- Retaining Walls exceeding 450mm in height and outbuildings on vacant blocks

BUILDING APPLICATION FEE STRUCTURE**Building Licence Application Fee:**

- Residential (Minimum Fee \$85.00) 0.35% x 10/11 of construction cost or contract value (GST inclusive).*
- Commercial (Minimum Fee \$85.00) 0.2% x 10/11 of construction cost or contract value (GST inclusive).*

Builders Registration Board Levy:

(applicable on each & every building licence issued)

- \$40.00 per building licence

Building and Construction Industry Training Levy Fund

(only applicable for Building works valued above \$20,000 (GST inclusive))

- Residential & Commercial 0.2% of construction cost or contract value (GST inclusive).*

Footpath & kerbing Bond

(A bond calculated on the street boundary \$270 being the minimum residential bond to a maximum of \$1500 for a commercial/industrial development. The bond is held in retention pending completion of the building and no damage or damage rectified to the footpath/kerb adjacent to the property.)

The Building Licence Application Fee and Building and Construction Training Levy are exempt from GST. The fee calculation must be based on the construction cost or contract value including GST using the above formulae.

- If there is no contract then the construction cost (including GST) shall be the sum of all goods (including manufactured goods), labour, services necessary, fees payable, overheads to be met and profit margin.
- **Applications not accompanied by fees will not be processed.**
- **A Building Licence can not be issued until Development Approval is given for those structures requiring a Planning Approval.**
- **A Building Licence can not be issued until an Approval for Installation of a Septic Apparatus has been issued, as required in unsewered areas.**

If you require further information or clarification on any of the above matters, please contact the Council Building Surveyor by phoning (08) 9168 4100.