

# **Building Application – Information Sheet**

## **Building Forms**

The forms for all building applications / certificates / notices must be downloaded from the Building Commission's website:

<https://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>

Forms include:

### **Applications**

<b>BA1</b>	Application for building permit – certified
<b>BA2</b>	Application for building permit – uncertified
<b>BA5</b>	Application for demolition permit
<b>BA9</b>	Application for occupancy permit
<b>BA11</b>	Application for occupancy permit strata
<b>BA13</b>	Application for building approval certificate
<b>BA15</b>	Application for building approval certificate strata
<b>BA22</b>	Application to extend a building or demolition permit
<b>BA23</b>	Application to extend time – occupancy permit or building approval certificate
<b>BA24</b>	Application for modification or non-application of building standard

### **Certificates**

<b>BA3</b>	Certificate of design compliance
<b>BA17</b>	Certificate of construction compliance
<b>BA18</b>	Certificate of building compliance

## Notices

<b>BA7</b>	Notice of completion
<b>BA8</b>	Notice of cessation
<b>BA20</b>	Notice and request for consent to encroach or adversely affect
<b>BA20A</b>	Notice and request for consent

### NOTE:

The Shire of Ashburton does not have a Building Surveyor on staff and can only accept Class 1 & 10 applications uncertified.

All other applications (Class 2 – 9) must be submitted with certification from a private Building Surveyor.

A list of building surveyors can be found at:

<https://www.commerce.wa.gov.au/building-commission/find-registered-building-surveyor>

### **Uncertified Applications (Class 1 & 10)**

Post / email / hand deliver your application to the Shire. You will then be sent an invoice.

Alternatively apply & pay online at: <http://www.ashburton.wa.gov.au/building-planning/building-services>

Once payment has been received, the application will be forwarded to the City of Karratha, who act on behalf of the Shire of Ashburton for assessment. A Building Permit will be issued within 25 working days.

You MUST include:

- Completed BA2 form including signatures of the Owner, Builder & Applicant;
- Engineered drawings (floor plans, elevations, details re tie-downs, footings etc) of the structure;
- Site plan detailing where the structure will sit on the block and distances of it from other structures / buildings.

## **Certified Applications (Class 2 – 9)**

Post / email / hand deliver your application to the Shire. You will then be sent an invoice. Alternatively apply & online at: <http://www.ashburton.wa.gov.au/building-planning/building-services>

Once payment has been received, a Building Permit will be issued within 10 working days.

You MUST include:

- Completed BA1 form including signatures of the Owner, Builder & Applicant
- Certificate of Design Compliance from a private Building Surveyor including ALL technical documents

## **Registered Builder Required**

Any development in excess of \$20,000 requires a registered Builder to complete the work.

## **Indemnity Insurance**

If the works are in excess of \$20,000 *and* on a residential property, Indemnity Insurance is also required.

Indemnity Insurance is required to be supplied by the Builder to the Shire of Ashburton prior to the issue of a Building Permit as required by the *Building Act 2011 - Part 2 Division 2 Section 20(i)*.

## **Wind Regions**

Applicants are advised that all construction within the Shire is to comply with wind regions as noted below:

- Tom Price and Paraburdoo are rated as Wind Region A, Terrain Category 2, Climate Zone 3 but due to the high winds that can be prevalent, applicants are advised to build to Wind Region B.
- Pannawonica is rated as Wind Region C, Terrain Category 2, Climate Zone 1.
- Onslow is rated as Wind Region D, Terrain Category 2, Climate Zone 1.

## **Shed / Sea Containers / Patios**

When building a shed / sea container / patio on a residential property the Residential Design Codes (R Codes) apply with respect to height / length / setbacks. If the structure does not comply, a planning application for a variation to the R Codes must be made. Information relating to how to lodge a planning application can be found at:  
<http://www.ashburton.wa.gov.au/building-planning/town-planning>

For Sheds and Sea Containers:

To avoid the process of attaining planning approval for an R-Codes variation, it is suggested (if possible) to comply with the R Codes including:

- Structure to be 1m from all boundaries;
- Structure to be 1.5m away from other structures/ buildings;
- Structure height to be at/below 2.4m.

For Patios:

On residential lots zoned R20, if the R Codes cannot be adhered to (eg in the instance that you would like to build the patio right up to the site boundary), an R-Codes variation can still be avoided if you:

- Locate the posts on the boundary and have the roof sheets set back a minimum of 500mm;
- Only build up to 1/3 of the length of the boundary behind the front setback line (eg: if the boundary is 40m long, then you deduct 6m for the front setback, then divide by 3, allowing the patio to have a length of up to 11.3m).