

Dwellings

A dwelling is a building or portion of a building being used, adapted, designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family or no more than six persons who do not comprise a single family.

What can I build?

The Building Code of Australia (BCA), together with the Shire of Capel's Town Planning Scheme and adopted policies, has specific minimum requirements relating to the construction and location of dwellings.

The BCA is complex and advice regarding the design of your proposed dwelling should be sought from your Architect or registered Building Surveyor.

Do I need a Building Permit?

The *Building Act 2011* states that any new dwelling, additions and structural alterations to a dwelling require a Building Permit.

A Building Permit may not be required for the renovation, alteration, improvement repair or maintenance of a building or incidental structure, providing the building work will not adversely affect the structural soundness of the building or incidental structure

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the Shire of Capel has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete at the time of submission.

Should further information be required by the Shire of Capel in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless mutual consent has been granted for a further 21 days.

Uncertified Building Applications

An Uncertified Building Application can be submitted for Class 1 structures, such as a dwelling.

The Shire of Capel has up to 25 business days from the date of lodgement to assess the application and issue a Building Permit. The required Certificate of Design Compliance will be issued by the Shire of Capel as part of the application process.

Certified Building Applications

A Certified Building Application can be submitted for Class 1 structures, such as a dwelling.

Prior to lodging a Certified Building Application to the Shire of Capel, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

The Shire of Capel has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

How long until my permit expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the Shire of Capel within seven days.

Building Application Checklist - Dwelling

BA2 – Uncertified Application

| | | Attached | |
|---|--|----------|-----|
| Approvals & Forms | Further Information | Yes | N/A |
| Planning Approval | Prior planning approval may be required. Please contact Shire of Capel's Planning Department to ascertain if planning approval will be required for your application. | | |
| Health Approval | If a new septic/effluent system is required, please refer to http://capel.wa.gov.au/health-environment/waste-water-disposal/ for application forms and fees. | | |
| Uncertified Application Form | BA2 applications will be assessed within 25 working days of lodgment. | | |
| Fees | Refer to Fee Schedule. http://capel.wa.gov.au/plan-build/building-services/forms-fees/ | | |
| Required Documents | One copy of all documents required | Yes | N/A |
| Site Plan (Scale 1:200) | Show contour survey and/or spot levels. | | |
| | Proposed finished floor levels and finished ground levels. | | |
| | The distance the proposed structure will be setback from the lot boundaries. | | |
| | Septic systems (if applicable). | | |
| | North Point. | | |
| Floor Plan (Scale 1:100) | Show room sizes and types. | | |
| | Window and door sizes. | | |
| | Types and direction of openings. | | |
| Elevation (Scale 1:100) | The elevation drawings showing natural ground levels. | | |
| | Ceiling height. | | |
| | Roof ridge height and degree of pitch. | | |
| Electrical | Show exhaust fans. | | |
| | Smoke alarms. | | |
| | Lighting. | | |
| Sections | Cross sections through building showing all structural elements, wall/ceiling heights and showing construction details. | | |
| Home Indemnity Insurance | For dwellings only, not required if less than \$20,000. | | |
| Registered Builder Details or Owner Builder Certificate | Not required if less than \$20,000. | | |

Building Application Checklist – Dwelling

BA2 – Uncertified Application

| Required Documents | One copy of all documents required | Yes | N/A |
|---|--|-----|-----|
| Termite Management | | | |
| Building Specifications | | | |
| Energy Efficiency Report | | | |
| Structural Engineers Detail | Site and wind classification. | | |
| | Footing and slab detail. | | |
| | Wall structure and bracing details. | | |
| | Roof structure and bracing details. | | |
| | Retaining wall details. | | |
| Bushfire Attack Level Report (if applicable) | If required, please refer to BAL zone mapping on DEFS website https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx | | |
| Encroachments/work affecting other land | | | |

Please ensure all required documents are submitted as incomplete applications will delay the issue of a Building Permit

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Building Application Checklist – Dwelling

BA1 – Certified Application

| | | Attached | |
|---|--|----------|-----|
| Approvals & Forms | Further Information | Yes | N/A |
| Planning Approval | Prior to lodging a certified building permit application, a development approval (DA) must be granted, <i>if applicable</i> . | | |
| Health Approval | Prior to lodging a certified building permit application, <i>if</i> a new septic /effluent system is required, a septic application must be previously approved by the Shire's Health Department. | | |
| Certified Application Form | BA1 applications will be assessed within 10 working days after lodgment. | | |
| Fees | Refer to Fee Schedule. http://capel.wa.gov.au/plan-build/building-services/forms-fees/ | | |
| Required Documents | One copy of all documents required | Yes | N/A |
| Certificate of Design Compliance | BA3 Certificate of Design Compliance (CDC). | | |
| Plans & Specifications | A copy of all plans & specifications specified in the CDC. | | |
| Technical Certificate | A copy of each technical certificate relied on by the building surveyor. | | |
| Home Indemnity Insurance | <i>Only applicable for works associated with Dwellings, not required if less than \$20,000.</i> | | |
| Registered Builder Details or Owner Builder Certificate | <i>Not applicable for Class 10b & not required if less than \$20,000.</i> | | |

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