

Dwellings and Alterations & Additions

Document No: BS-0015

Introduction

Dwellings are buildings used as a place of residence typically in residential areas. They can include single or grouped dwellings on the one property. The size and zoning of the property determines how many houses you may have on each property. This information sheet explains the approval process and general requirements relating to dwellings and additions/alterations.

Definitions

The Residential Design Codes define a **Dwelling** as a building being used, adapted, or 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 6 persons who do not comprise a single family.

Information and Advice

The Building Act 2011 and the Building Regulations 2012 require that a Building Permit be taken out for a building, prior to commencing any work on site. The National Construction Code (NCC), the Residential Design Codes and the Town Planning Scheme set out the minimum requirements applicable to the location and construction of dwellings and additions/alterations.

Is a Building Permit required for a dwelling or additions/alterations to a dwelling?

Yes. A Building Permit approval is required for all dwellings and for additions and/or alterations to an existing dwelling.

Who submits the application?

Either the property owner or the builder must submit the application. The owner and builder must always sign the Building Permit application.

What plans and specifications do I need to submit with my application for a Building Permit?

A checklist has been developed, and attached to this information sheet as a guide to assist you in preparing the documents for the submission of a Building Permit application.

What materials must be used to construct a dwelling?

A dwelling and any alterations/additions is to be constructed to withstand Region D, Terrain Category 2 Cyclonic Conditions and, as such, durable materials must be used. For a dwelling to comply with the structural requirements for cyclonic conditions, the following materials are generally used: concrete, brick, steel and timber framing, steel sheeting. Alternative durable materials may be considered also.

Do I need a Structural Engineers design for the dwelling?

Yes. You will need to have the design of the dwelling checked and certified by a professional Structural Engineer. The engineer needs to state on the drawings that the building has been designed to withstand Region D, Terrain Category 2, Importance level 2 Cyclonic Conditions and also a seismic activity acceleration coefficient of 0.12.

Is my dwelling or additions/alterations to a dwelling required to comply with the 'Energy Efficiency' requirements of the NCC?

Yes. The NCC requires that all new dwellings and additions/alterations to dwellings comply with the 'Energy Efficiency' provisions of the NCC relative to the particular Climate Zone that you live in. The City of Karratha is situated in Climate Zone 1. The NCC gives the applicant the option of either meeting the 'Deemed to Satisfy' provisions of the NCC or achieving a '6 star' rating when an assessment is undertaken by a licensed energy assessor using an approved Energy Rating Tool. Further information can be obtained from the Energy Efficiency Information Sheet on the City's web site.

What do I need to check if the dwelling or addition is to be fitted with a roller door?

The manufacturer/structural engineer is to certify that the roller door(s) and their fitments and supports comply with the domestic garage doors standard AS/NZS 4505 and can withstand the wind pressure loading (including membrane action) for Region D, Terrain Category 2 Cyclonic Area in accordance with AS/NZS 1170.2-2011.

How do I know what my property is zoned and the density?

If you are unsure of the zoning and density of your property, please phone the City's Customer Service Officers on 9186 8555.

Compliance with the Residential Design Codes (R Codes)

All dwellings and additions to them are required to comply with the R Codes. The R Codes provide two different approval methods, Deemed-to-comply and Design Principles.

Deemed-to-comply – this method stipulates design parameters such as setbacks, building height, permissible site cover and open space, all of which are dependent on the zoning of the property. Where the design of a single dwelling complies with these requirements the application for a Building Permit may be lodged direct the Building Services team for assessment.

Design Principles – designs which do not achieve the deemed-to-comply requirements are required to comply with the design principles of the R Codes. Applications made in accordance with design principles are required to be lodged with Planning Services to obtain a Codes Variation approval prior to making application for a Building Permit.

The R Codes can be downloaded from the Department of Planning;

www.planning.wa.gov.au/rcodes

Can I build a dwelling or an addition to a dwelling as an owner builder?

Yes, but there are a number of restrictions that apply. Please refer to the information sheet entitled 'Owner Builders' for more information

Do I need a separate Planning approval for a dwelling?

Generally, a dwelling does not require a separate Planning Approval, unless one of the following applies:

- The dwelling is second hand, and relocated from one property to another;
- It is a 'Caretaker's Dwelling';
- There is more than one dwelling existing or proposed on the property;
- The dwelling is being used for Ancillary Accommodation.

If a Planning Approval is required, please contact a Planning Officer from the City of Karratha for further information.

Fees

Refer to the Development & Regulatory Services Fees and Charges Information Sheet for further information.

Additional Information

For detailed advice about dwellings and additions, please call the City of Karratha Building Services on 9186 8555.

Forms / Links

Building Permit Application Form – BA1 (Certified) or BA2 (Uncertified)– Available here – [Application Forms](#)

Requirement Checklist

Notes

- ❑ A Building Permit is required before commencing any building work on a new dwelling or additions/alterations to an existing dwelling;
- ❑ All information detailed on the attached checklist is to be completed and submitted with the Building Permit Application.

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Karratha encourages you to seek professional advice before acting on any information contained within this document. Please contact the City of Karratha if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.

Last Reviewed:	June 2014
Responsible Officer:	Building Services

INFORMATION REQUIRED FOR A BUILDING PERMIT APPLICATION

NEW DWELLINGS AND ADDITIONS

PLEASE

TICK ✓

REQUIREMENTS

FORMS

- Building Permit Application Form BA1 (Certified) or BA2
- <http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>

- Building Construction Industry Training Fund Levy Form
- Owner Builders Statutory Declaration where applicable (Send to the Builders Registration Board directly)
- Application to Construct or Install an Apparatus for Effluent Disposal (Un-sewered Areas only)

FEES PAYABLE

- Building Permit Application Fee Uncertified;
Value of Construction (GST Incl.) \$_____ x 0.32% = \$_____ (Min. fee \$92.00)
- Building Permit Application Fee Certified;
Value of Construction (GST Incl.) \$_____ x 0.19% = \$_____ (Min. fee \$92.00)
- Construction Training Fund Levy (Applies if value exceeds \$20,000)
Value of Construction (GST Incl.) \$_____ x 0.2% = \$_____
- Building Services Levy –
If estimated value of construction less than \$45,000 = \$40.50
If estimated value of construction greater than \$45,000 =
Value of Construction (GST Incl.) \$_____ x 0.2% = \$_____
- Application to Construct or Install an Apparatus for Effluent Disposal.
(Minimum Application fee \$226 Incl. GST. See Fees and Charges for more information)

PLANS

General

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

Site plan (minimum scale 1:200)

The site plan is to clearly indicate the following information

- All property boundaries, boundary dimensions and existing buildings;
- A permanent datum point, contours, spot levels;
- Position of Effluent Disposal system (Unsewered Areas only);
- The distance from the property boundaries to the proposed building;
- The proposed finished floor level to the residence and garage/carport;
- Height and extent of proposed earthworks;
- Existing Sewer and Stormwater drains and/or easements;
- Locations and heights of stabilised embankments e.g. retaining wall(s);
- North point;
- Verge and road features including traffic islands crossover, trees stormwater grates & services;
- Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary.

Floor plan (scale 1:100)

The floor plan is to clearly indicate the following information:

- All dimensions of the proposed building(s);
- Room names;
- Sunken areas;
- Location of windows and doors showing their sizes;
- Smoke detector location(s);
- Ridge, valley, eaves line and down pipe locations.

Elevations (scale 1:100)

The elevations are to clearly indicate the following information:

- Existing ground and proposed finished floor and ground levels;
- Location and dimensions of doors and windows (including direction of opening) eg. fixed, sliding, awning;
- Height of eaves line and ceiling;
- Width of eaves;
- Roof pitch;
- Types of materials used.

Cross sectional view (scale 1:100)

- Finished ground level;
- Type of sub floor structure eg. concrete footing and slab or frame;
- Sunken areas;
- Height of Ceiling;
- Roof frame details.
- Proposed location and type of Insulation.

SPECIFICATIONS

- Two (2) complete specifications must be submitted with your application, which includes 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 NCC.

ENERGY EFFICIENCY

- Two complete sets of plans signed by the energy assessor confirming compliance.

TERMITE MANAGEMENT

- Details of the proposed method of termite management.

INDEMNITY CERTIFICATE

- An original copy of the Home Indemnity Insurance Certificate is required for registered builders carrying out work exceeding \$20,000. (Not required for owner/builders upon lodgment of plans).

STRUCTURAL ENGINEERS DETAILS

General

- A Practising Structural Engineer must certify your plans, details and specification. The engineer must certify that the design of the building is suitable to withstand Region D, Category 2, Importance level 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 0.12;
- The engineer is required to specify whether cyclone shutters or screens are required.

Site report

- The Structural Engineer or Geotechnical Engineer is required to carry out site inspection / tests to determine the soil classification and determine the minimum earthworks and preparation required.

Footing and slab detail

The Structural Engineer's details are to include:

- Concrete specifications;
- Footing dimensions;
- Reinforcement size and waterproof membrane and location;
- Slab thickness.

Retaining walls

- Structural Engineer certified drawings and specification of materials and dimensions of the wall.

PLEASE NOTE. This document is intended as a **guide only** to assist in your application.

Building Permit Application Checklist

	Sheds & Garages	Patios/Verandahs/Pergolas	Private Swimming Pools & Spas	Commercial & Industrial Development	Transient Workforce Accommodation	Boundary Fences	Shade Sails	Single Residential	Group Dwellings	Transportable and Relocatable Buildings	Applicant Checklist (please tick to indicate documents included)	Council Checklist
Application for Building Permit Form	√	√	√	√	√	√	√	√	√	√		
^Owner Approval	●	●	●	●	●	●	●	●	●	●		
Two (2) copies of all plans	√	√	√	√	√	√	√	√	√	√		
Site Plan	√	√	√	√	√	√	√	√	√	√		
Floor Plan				√	√			√	√	√		
Elevations	√	√		√	√	√	√	√	√	√		
Specifications	√	√	√	√	√	√	√	√	√	√		
Geotechnical Report				√	√			√	√	●		
*Registered Builders or BRB Owner-Builder Details	●	●		√	√	●	●	√	√	●		
Structural Certification for Region D Category 2	√	√	√	√	√	√	√	√	√	√		
Termite Treatment Detail				√	√			√	√	●		
*Home Indemnity Insurance								√	●	●		
Disabled access facilities				●	●				●	●		
Energy Efficiency Report				√	√			√	√	●		
Landcorp Approval								●	●	●		
#FESA Approval				√	√				●	●		
Application to Vary Residential Design Codes	●	●				●	●	●	●	●		
Application for Planning Approval	●	●	●	√	√		●		√	●		
Application for Onsite Effluent Disposal (unsewered areas only)				●	●			●	●	●		
Application for a Lodging House				●	√				●	●		
Fees	√	√	√	√	√	√	√	√	√	√		

The table above indicates the minimum information required to be supplied for your particular type of application. Please note that an Applications for Building Permit will not be accepted without this minimum information.

- √ Indicates this information is required.
- Indicates this information may be required. For further information, please contact City of Karratha's Development Services Department on (08) 9186 8555.

- ^ Owner Approval is required where a tenant/lessee is proposing construction. NOTE: All development in Dampier, regardless of the property owner, requires Pilbara Iron Administration Approval.
- * Required for all developments with a construction value greater than \$20 000.
- # Required for all Class 2-9 buildings.

Certain applications may require the submission of additional information that has not been listed above. Council encourages consultation prior to lodging your application. This ensures that many issues may be resolved before an application is lodged and that each application contains all necessary information to enable prompt processing by Council.