

Building Services

The Shire of Northam's Building Services department ensures a safe built environment for the community through approving and monitoring all building activity on private land and public spaces. This is achieved through administering the requirements of the National Construction Code, Building Act 2011, Building Regulations 2012 and other statutory provisions, as applicable

In addition to assessing and issuing permits and certificates, we also offer:

Certification Services provided by the Shire:

- Certificate of Design Compliance
- Certificate of Construction Compliance (Classes 2 – 9 only if the CDC has been provided by the Shire's Building Surveyor)
- Residential and Commercial Consultancy

Archive searches

Copies of plans generally includes architectural and engineering drawings and associated documents where available. Plan search request form is required to be completed and returned to the Shire with the applicable payment

The Building Approval Process

The Building Commission - Department of Mines, Industry Regulations and Safety has published [A guide to the building approvals process in Western Australia](#), which provides an overview of the building approvals process.

Among the sections included are

- the State's building legislation
- the various types of permits and application processes
- exemptions from requiring a permit that may apply
- building standards and certifying compliance
- retrospective approval of unauthorised work
- what to do if work will affect other land
- The roles and responsibilities of those involved

Building Permits

Building Permits are controlled by the Building Act & Building Regulations 2012, and required for nearly all buildings including but not limited to:

- Construction or placement of a building
- Renovation, alteration or repair
- Site works, including changing ground levels in preparation for building work
- Residential dwellings, including additions
- Commercial buildings including fitouts and refurbishments
- Carports, sheds, garages and workshops
- Patios, verandas, decking and gazebos
- Swimming pools (below ground, above ground & inflatable) and spas
- Rainwater tanks greater than 5000 litres capacity
- Retaining Walls greater than 500mm in height
- Front fences (which must also comply with the Shires Fencing Local Law
Unless exempted by Schedule 4, Part 2, of the Building Regulations 2012 which can be found on page 93 of the word link below

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12901_homepage.html

Applying for a Building Permit

Anyone can apply for a building permit, the owner, builder, architect, building surveyor or any other person. The applicant provides details of the person responsible for the work, i.e. the builder, in the application form. The builder takes responsibility for ensuring the construction complies with the applicable building standards and the requirements of the building permit.

There are two types of building permit applications, “certified” and “uncertified”.

Certified Building Permit Application - Form BA1

A certified application is provided by a private non-local government building surveying contractor & must be accompanied by a Certificate of Design Compliance. This type of application can be for any class of building and incidental structure and the shire, as the permit authority has 10 business days to determine the application.

Applications for Class 1b and Class 2 to Class 9 buildings (commercial) must be made as certified applications whereas this is optional for Class 1a and 10 buildings and incidental structures.

Note: Certification from a structural engineer is not to be confused with building certification, they are two separate disciplines

Uncertified Building permit Applications - Form BA2

An uncertified application is submitted to the permit authority without a certificate of design compliance and can only be made for Class 1a and Class 10 buildings

The building surveyor employed by the permit authority (the Shire) checks the proposal and issues a certificate of design compliance. The permit authority has 25 business days to determine an uncertified application.

Building Application Forms

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

Link to Building Commission for Registered Builders, Building Surveyors etc.

<https://www.commerce.wa.gov.au/building-and-energy/building-and-energy-licence-search>

Applicable Fees

The building permit application fee is based on the estimated value of construction, with a minimum of \$166.65. A percentage of the estimated value of construction applies over that, and varies between residential and commercial.

Building Services Levy

A [Building Services Levy](#) is payable to the permit authority at the time an application for a building, demolition or occupancy permit or building approval certificate is made.

Building & Construction Industry Training Fund Levy

This levy is payable on application for building permit applications where the estimated construction value is \$20,000 or more and calculated at the rate of 0.2% of the total value of construction.

Other Useful Links

Energy Efficiency - <http://www.yourhome.gov.au/>

Building in Bushfire areas: <https://www.commerce.wa.gov.au/building-and-energy/building-bush-fire-areas>

Smoke Alarm Laws: <https://www.commerce.wa.gov.au/publications/smoke-alarm-laws-fact-sheet>

Guide to Building Approval Process by the Building Commission:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/building_approvals_process_guide.pdf

Owner Builder Information: <https://www.commerce.wa.gov.au/building-and-energy/owner-builders-responsibilities>

Contacts list - [..\..\2. PLANNING\09 Information Sheets\DS-INF-06 Building & Planning Contacts Information Sheet V11.pdf](#)