

APPROVAL SERVICES

INFORMATION SHEET

BUILDING

Current July 2011

BUILDING APPLICATIONS

Documentation:

Application Form, 3 sets of plans, 2 specifications (partitions, class 1 and 10 applications require only 2 sets of plans and 2 specifications).

Notes:

1. The application form must be fully completed and the property identified (a lot number without a legal description is insufficient, ie. a diagram/plan number or the volume/folio numbers must be provided.) For new buildings and additions it is important to provide the new floor area for statistical purposes.
2. Other documentation may be required for referral to other statutory authorities eg. Main Roads WA.
3. Owner/Builders please note that your completed owner-builder statutory declaration and fee must be lodged with the Builders Registration Board, prior to the City issuing a building licence. This can be done by mail or in person at:-

Level 1, 31 Troode Street
WEST PERTH WA 6005

4. Plans must include a Site Plan, a Floor Plan, Elevations and Structural details.
5. Every builder making application for a building licence, excluding classes 1 and 10 buildings, is required to deposit plans with the WA Fire and Rescue Service.
6. Evidence of Home Indemnity Insurance is required prior to the issue of any single and low multiple dwelling licence valued in excess of \$20,000 in accordance with the provisions of the Home Building Contractors Act.
7. Commercial Fitouts – The Builders Registration Board requires that any individual, partnership or company undertaking commercial fitouts exceeding \$20,000 must be registered pursuant to the Builders Registration Act.
8. Fees for Building applications, BCITF Levy and BRB Levy are not subject to GST.
9. **All fees (including Works Bonds are required to be paid at submission) for building applications with a value of less than \$1,000,000. If the building application has a value of \$1,000,000 or more then only the building application fee is required at lodgement. The balance of fees shall be paid when the licence is issued.**

Fees:

Classes 1 and 10 (single or attached dwelling)	0.35% of the estimated cost of construction (inclusive of GST) x 10/11
OR	
Classes 2 to 9 inclusive	0.2% of the estimated cost of construction (inclusive of GST) x 10/11
BCITF Levy	0.2% of the estimated cost of construction (inclusive of GST) (applicable to all building licences over \$20,000)
BRB Levy	\$41.50 (applicable to all building licences)

**** Minimum building fee is \$85.00**

Example of Calculation

A building application for a commercial development with an estimated cost of construction of \$100,000 (inclusive of GST) would result in a fee of \$423.32 calculated as follows:-

$$\begin{aligned} \text{Building Fee} &= 100,000 \times 0.20\% \times 10/11 \\ &= 181.82 \end{aligned}$$

$$\begin{aligned} \text{BCITF Levy} &= 100,000 \times 0.2\% \\ &= 200.00 \end{aligned}$$

$$\begin{aligned} \text{BRB Levy} &= 41.50 \\ \text{Total} &= 423.32 \end{aligned}$$

Works bond - refer to last page of this information sheet.

Swimming Pool Licences - \$85.00

BUILDING CODE APPRAISAL (PRELIMINARY)

(for the examination of, and a report on preliminary plans)

Documentation:

Completed Building Application Form, 2 sets of plans, 2 sets of specifications.

Fees:

25% of the scheduled building application fee - (\$85.00 minimum fee). This fee is credited to the Application for Building Licence if it proceeds, although the City may charge an hourly rate to prepare a 'Preliminary Advice Report'.

AMENDMENT TO BUILDING LICENCE

Documentation

Completed Building Application Form, 2 sets of plans, 2 sets of specifications.

Fees

Minimum Fee:	\$85
Fee:	0.20% of construction (cost incl GST) x 10/11
<i>plus</i>	
BRB Levy	\$41.50

RE-ISSUE OF A BUILDING LICENCE WITH NEW DETAILS WITH CHANGE OF NAME OR VALUE

(only applies within 2 years of original approval and subject to a valid planning approval being in place)

The City will allocate a new building licence number and issue new date stamped plans.

Documentation

Completed Building Application Form, 2 sets of plans, 2 sets of specifications.

Fees

Prior to work commencing:

Minimum Fee - \$85.00

Fee per Hour *(during normal office hours)*

\$120.00

Fee per Hour *(outside of normal office hours)*

\$180.00

BRB Levy \$41.50
BCITF Levy **Only applies if the fee was originally paid by the previous Builder.**
0.2% of the estimated cost of construction (inclusive of GST) (applicable to all building licences over \$20,000)

Fees

After commencement of work:

Minimum Fee - \$140.00

Fee per Hour *(during normal office hours)*

\$120.00

Fee per Hour *(outside of normal office hours)*

\$180.00

BRB Levy \$41.50
BCITF Levy **Only applies if the fee was originally paid by the previous Builder.**
0.2% of the estimated cost of construction (inclusive of GST) (applicable to all building licences over \$20,000)

EXTENTION TO THE DURATION OF A BUILDING LICENCE

(Subject to a valid planning approval being in place)

Documentation

Completed Building Application Form, 2 sets of plans, 2 sets of specifications.

Fees

Minimum Fee \$85.00
Fee (50% of scheduled building fee)

REQUEST FOR BUILDING CONSULTANCY/ INSPECTIONS

Documentation

Completed Building Application Form, 2 sets of plans, 2 sets of specifications.

Fees

Fee per hour (during normal office hours) \$120.00

Fee per hour (outside normal office hours) \$180.00

BUILDING APPROVAL CERTIFICATE

Local Governments are now able to issue a 'building approval certificate' to the owner in relation to unauthorised building work where adequate plans and specifications have been lodged, where all relevant fees have been paid, and it has been demonstrated that the building work complies with the relevant standards. Providing an approval of this nature retrospectively allows local governments to be satisfied that a building is safe, complies with all requirements, and is included in the building records.

The owner of unauthorised building work may make an application to the local government for a 'building approval certificate' using the prescribed form accompanied by the necessary documentation and the prescribed fee.

The local government may, on receipt of an application for a 'building approval certificate', and if satisfied with the standard of construction, either issue the certificate, or issue the certificate with conditions, or refuse to issue the certificate.

UNAUTHORISED BUILDING WORK

As a separate process, owners or builders who carry out unauthorised building work may still be prosecuted by local governments under the Act and/or the Builders' Registration Board under the *Builders Registration Act 1939*.

It should be noted however that the offences for these breaches continue to apply only to the person who commits the offence, i.e., the builder or original owner who commences unauthorised building work or who allows an unauthorised building to be occupied, not a person who may subsequently become the owner.

Fees:

For the issue of a building approval certificate in relation to a building of Class 1 or 10.	0.7% of 10/11 of the estimated current value of the unauthorised building work as determined by the local government, but not less than \$170.
<u>OR</u>	
For the issue of a building approval certificate in relation to a building other than a building or Class 1 or 10.	0.4% of 10/11 of the estimated current value of the unauthorised building work as determined by the local government, but not less than \$170.

NB: A Builders Registration Board Levy of \$41.50 applies to both above fees.

DEMOLITION APPLICATION

Documentation:

Demolition Application Form, Rat Baiting Certificate, MRS Form 1 for commercial buildings & dwellings. A Work Safe clearance in accordance with the "Occupational Health, Safety and Welfare Regulations is required for commercial buildings. A demolition method statement which includes provisions for the control of vibrations, noise and for the protection of the public and adjoining buildings.

Notes:

1. Application form must be fully completed including owners particulars and all address detail.
2. Rat baits must be down for 14 days before Health clearance can be granted to issue the licence.
3. The BCITF Levy applies to demolitions valued in excess of \$20,000 and should be paid directly to the 'Construction Training Fund (formerly known as Building Construction Industry Training Fund). Telephone number: 9244 0100. Evidence of payment of the BCITF levy is required prior to issue of the licence.

Fees:

- \$50.00 per building, per storey
- Works Bond Fee Structure - refer to table on last page.
- If the demolition requires a planning approval, the planning application fee of \$139 applies.

SIGN APPLICATION

Documentation:

Checklist for documentation required at submission

For a Sign Licence Only

1.	Completed Sign Licence Application Form	<input type="checkbox"/>
2.	Applicable Fees Payable (refer to fee structure table below)	<input type="checkbox"/>
3.	Two (2) Sets of Working Drawings	<input type="checkbox"/>
4.	Engineering Certification and/or structural/anchorage details	<input type="checkbox"/>

For a Sign Licence requiring a Planning Approval

1.	Completed Sign Licence Application Form	<input type="checkbox"/>
2.	Metropolitan Region Scheme Form 1 <i>This form is a legal document and MUST be signed by the OWNERS OF THE PROPERTY/LAND. The correct Lot, Folio and Volume Numbers should be included if known.</i>	<input type="checkbox"/>
3.	Four (4) Sets of Working Drawings (Site Plans & Elevations)	<input type="checkbox"/>
4.	Applicable Fees Payable (refer to fee structure table below)	<input type="checkbox"/>
Please check that all forms are <u>FULLY AND CORRECTLY COMPLETED</u>		

Fee Structure Table:

<i>Sign Type</i>	<u>Fee</u>
Each Individual Sign:	\$60.00 per sign
Planning Fee (sign(s) valued at not more than \$50,000 ex GST)	\$139
Planning Fee (sign(s) valued at more than \$50,000 ex GST)	As per planning fee structure

When is planning approval required?

If the proposed sign(s) do not fully comply with the City's Local Law relating to signs, then an application for planning approval must be submitted and approval obtained, prior to the issue of a sign licence. Please call (08) 9461 3366 during business hours should you require any further assistance.

Strata Title Application - Submission Information

Documentation Required:

- Completed Strata Title Application Form
- Original Form 7
- 3 Copies of Plans
- Copy of Form 5

Fees:

- Application Fee - \$0.20 per square metre. Measured over the total area of the building. Minimum \$100.

Preliminary Strata Inspection Reports:

- A fee of \$20 per unit (minimum fee of \$100) plus \$85 Archive Search Fee is charged to conduct a preliminary inspection and to provide a report on requirements necessary to strata title a property.
- This process is recommended if an Urgent response is required.

Works Bond

The bond or Bank Guarantee is to be lodged at the time of application for the Building Licence or Demolition Licence, together with other building fees. Should no damage be caused to City assets during building works, this bond is fully refundable on completion of works. Please contact the Approval Services Unit to arrange refund.

Table of Fees

Partitioning/Fitouts	Nil
All Building Development applications <i>(excluding partitioning and fitouts)</i>	Individually Assessed
Hoarding/Scaffolding <i>(not applicable if works bond paid with building licence)</i>	\$500
Gantry – Works within Road Reserve <i>(Road/Footpath Obstruction)</i>	Individually Assessed
Demolition <i>(per storey, per building)</i>	Individually Assessed