

## **MAKING AN APPLICATION FOR A BUILDING PERMIT - RESERVE 24308 (NAVAL BASE SHACKS)**

### **1.0 Reserve Design Guidelines**

Prior to submitting a certified building permit application (BA1 Form) to the City's Building Services you must have submitted a Development Application to the City's Statutory Planning Services for the structure and received approval.

The below guidelines provide some general information for size and design of any proposed structure.

A holiday accommodation (shack) may be constructed on each lease site area. The accommodation may be an enclosed building and shall have an overall floor dimension of no greater than 5.2m x 5.2m, and a maximum height no greater than 2.7m (wall) and 3.0m (ridge).

Patio/pergola - A patio or pergola may be constructed on the east or west side of the shack. The patio or pergola shall be attached to the shack and be no greater than 1.8m wide. The patio or pergola must be open on three sides and not be longer than the shack it is attached to.

No building/structure will be permitted to be located closer than 1.8m to another building/structure on an adjacent site area, regardless of the maximum dimensions prescribed for a shack or patio or pergola.

Please note that planning approval and a building permit must be obtained before any development commences.

### **2.0 Process to obtain a Building Permit**

If you are proposing to build a structure or carry out works you will generally be required to obtain a Building Permit from the City's Building Services Division prior to carrying out the building works onsite.

Please follow the process below when applying for a Building Permit:

- I. The completed Certified Building Permit Application Form is required to be executed by the Minister for Lands and Regional Development as the owner of the land. The City's Property and Lands Officer will arrange for this when the application is submitted to the City.
- II. You **MUST** have a valid Planning/Development Approval for the proposed works. Please refer to the other guideline explaining the process for obtaining planning/development approval.
- III. You **MUST** obtain a Certificate of Design Compliance from a registered independent building surveyor. The Certificate of Design Compliance confirms that if the building or works are carried out in accordance with the certified plans, the building works will be compliant with each building standard that applies to the building.

You will need to have a registered consultant building surveyor of your choice carry out this process for you. Please note that this service is at commercial rates as negotiated by you with the independent building surveyor. The City of Cockburn cannot offer this service. A list of registered consultant building surveyors is available from the Building Commission website ([www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au)).

### 3.0 General Building Information - Site Overview

- The City of Cockburn is of the opinion the shacks are best compared to a Class 3 building for the purposes of the Building Code of Australia Volume 1 (BCA - Part A3);
- The applicable building standards are as defined in Specification A1.3 of BCA Volume 1;
- It is to be noted that the City's Health, Engineering and Planning requirements must all be met prior to the issuance of a Building Permit.

## MAKING AN APPLICATION FOR A DEMOLITION PERMIT - RESERVE 24308 (NAVAL BASE SHACKS)

### 1.0 Development Approval.

Prior to submitting a demolition permit application you must have submitted a development application to the City's Statutory Planning Services for the demolition and you must have obtained approval. Please refer to the other guidelines explaining the planning/development process.

### 2.0 Process to obtain a Demolition Permit

The Demolition Permit Application Form (BA6) is required to be executed by the Minister for Lands and Regional Development as the owner of the land. The City's Property and Lands Officer will arrange for this when the application is submitted to the City.

You **MUST** have a valid Planning/Development Approval for the proposed demolition works. Please refer to the other guidelines explaining the process for obtaining planning/development approval.

### Definitions

**"Building"** means building works that are not exempt works under the Building Act 2012 and associated Regulations.

**"Development"** means the development or use of any land, including any demolition, erection, construction, alteration of or addition to any building or structure on the land and carrying out on the land any excavation or other work and also includes any act or thing that -

- (a) is likely to change the character of that place or the external appearance of any building; or
- (b) would constitute an irreversible alteration of the fabric of any building.

### Other works

Other works may be defined as works that **do not** fall within the definition of **building/development** work. Such work generally will not require *development approval or a building permit*. However, the City's consent is required for **other works**, and a Form NBHA 1 must be submitted to the **Property & Lands Officer** (tel. 9411 3441) together with a detailed scope of work/specification for the proposed other works. Subject to the level of works the City's Property & Lands Officer will advise you if you will be required to submit any further applications. Some examples of other works are:

- Recladding of existing walls.
- Recladding of an existing roof.
- Replacing/repairing gutters/downpipes.
- Antenna (less than 1.8m above roofline if fixed to a roof)
- Repainting

## **Other Issues**

**Litter Control** - It is the Authorised Persons (i.e. the builder or licensed contractor undertaking the building or demolition works) responsibility to take all appropriate measures to prevent litter escaping from the site for the duration of any building or demolition works. Burning of waste material and litter on site is not permitted.

**Dust Control** - It is the Authorised Persons responsibility to minimise windblown dust nuisance by suitable means during any building or demolition works.

**Noise Control** - All construction activities/works must be carried out between the hours of 7am to 7pm Monday to Saturday.

**Asbestos Products** if being removed are to be disposed of in accordance with the Health Asbestos Regulations 1992 and the Environmental Protection (Controlled Waste) Regulations 2001.

**Status of Works** - All works relevant to this Consent are subject to the Lease Agreement. All works may be required to be removed from the Reserve.

**Maintenance**- All works subject to an approval by the City are to be maintained hereafter in a satisfactory state of repair. Dilapidated building/structures may at the discretion of the City be required to be removed.

**Nuisance** - Should the work approved by the City be found to be a nuisance to other Lessees for reasons that are determined to be valid by the City, the works may at the discretion of the City be required to be removed.