

SHIRE OF MERREDIN
BUILDING LICENSE AND DEVELOPMENT
APPLICATION PACKAGE

When processing Building License Applications or Development Applications (Town Planning Approval), certain procedures and processes have been developed to ensure compliance matters are considered and that the time involved in processing applications is minimised :-

1) BUILDING APPLICATIONS FOR COMMERCIAL BUILDINGS

Application Requirements:

The Shire of Merredin requires all applications for new commercial buildings, or additions to existing commercial buildings to include the following information:-

(Three copies of plans are required. All plans to be in ink.)

- Site plan at a minimum scale of 1:200, showing the distance the proposed structure will be setback from the lot boundaries and any other buildings on the lot.
- Floor plan at a minimum scale of 1:100 or showing all dimensions.
- At least two elevations at a minimum scale of 1:100 or showing all dimensions.
- Footing details. Where relevant, these shall be certified by a practising structural Engineer.
- Construction details showing materials to be used and their respective sizes, spans and spacings. **Note:** where spans of roof members exceed 6.0 metres, plans are to be verified as in accordance with the manufacturer's specifications **or** certified and signed in ink by a structural Engineer.
- Plans to be submitted with a completed Application for Building Licence form.
- Construction work in excess of \$20,000 in value **must** be undertaken by a Registered Builder.

- For **commercial buildings** details relating to fire safety, fire fighting equipment, smoke detection, access and egress, exit signage, external wall and firewall construction etc must be included in the application.

BUILDING APPLICATION FEE STRUCTURE

- Building Fee –
0.182% of construction cost or contract value (GST inclusive)
(Minimum fee = \$85)
- Builders Registration Board Levy –
\$39 must be paid on all Building Applications
- Building and Construction Industry Training Levy Fund (BCITF) –
0.2% of construction cost or contract value (GST inclusive)
(If value of works exceeds \$20000)
- Fees for unauthorized construction building works requiring approval are charged at higher rates in accordance with the Building Regulations 1989. A minimum fee of \$170 applies and the fee is calculated on 0.4% of 10/11 of the estimated current value.

TO MINIMISE THE TIME IN PROCESSING APPLICATIONS:-

Applications for commercial buildings with a floor area **less than 500m²** –

- Assessed as per usual practice (ie. ASAP – target 10 working days)
- Building licence granted; incorporates condition requiring the applicant to submit a copy of the plans to FESA for assessment and implement any recommendation made by FESA after assessment
(The applicant may wish to submit their plans to FESA at the same time as submitting plans to the Council to minimise processing time)

Applications for commercial buildings with a floor area **greater than 500m²** –

- Applicant to submit plans to FESA for assessment at same time as, or prior to, making application for building licence to Shire
- Applicant to include within application to Shire a signed statement to the effect that they have submitted a copy of the plans to FESA and agree to implement any recommendation made by FESA after assessment or rectify any deficiency in the fire safety compliance with the BCA of the building, within one month of structural completion of the building and prior to handover of the building (if not the owner)
- If the building is to be assessed under the Performance Based provisions of the BCA and not the Deemed to Satisfy provisions, then the applicant must include all relevant supporting documentation (ie. alternative solutions, professional reports, fire engineered solutions) with the application to enable assessment
- Any building licence approved using this procedure will include a condition requiring implementation of any recommendation made by FESA after assessment or rectify any deficiency in the fire safety compliance with the BCA of the building after assessment

If the above mentioned procedure is not adopted it is foreseeable that the application for building licence will take in excess of five weeks for approval. FESA have targets of 20 working days.

The applicant must also be mindful of the requirement for the owner of the property to obtain planning consent (where required), PRIOR, to commencing development on a property.

Information required in submissions to FESA for assessment against the “deemed-to-satisfy” fire requirements of the building code of Australia.

PROJECT DETAILS: Business or project name (if applicable), address including LOT number, STREET number (if allocated), street, nearest cross street, suburb, postcode and Local Government Authority.

PROPONENT’S DETAILS: Name, address, phone, fax and email.

ONE SET OF DRAWINGS (which will be retained by FESA) to include **as applicable:**

- **SITE PLAN** (not less than 1:500) showing:
 - Street name/s, boundaries, main entry, vehicular access and north point.
 - The dimensioned position of the proposed building and clear delineation of existing buildings on the site (including floor areas and existing fire services).
 - Levels of the site relative to the street.
 - Where it is proposed to utilise street hydrants; their location and indication of how compliant coverage has been measured.
 - Retaining walls, embankments, fences, gates, electronic barriers, or other impediments to fire brigade entry onto the site or into the building.
- **FLOOR PLAN/S** (with dimensions and to scale not less than 1:100) showing:
 - Every storey or level, including basements and mezzanine levels.
 - Fire and smoke compartmentation. Show floor areas (& volume of fire compartments) and the fire resistance level (FRL) of firewalls and fire doors.
 - Height and layout of any storage racking.
 - Building materials used in main elements
- **ELEVATIONS and SECTIONS** showing:
 - Height of each level and effective building height (relative to ground level).
- **HYDRAULIC FIRE SERVICES** showing:
 - Details of fire hose reel and hydrant coverage and how it has been measured.
 - Water Corporation mains performance, where coverage is intended from a street hydrant or where fire tanks rely on in-fill.
 - Ring mains, isolation valves, booster assembly, pumps and tanks including hard suction connections, pump controls & indicators and access for the fire brigade. A schematic drawing is required for multi-level buildings.
 - Fire brigade vehicle access and hard-standing (bitumen/concrete paving etc)
 - Alternatives to conventional hard standing are to include full details of the extent, specification, signage and marking for the system proposed.
 - Sprinkler drawings showing water supply requirements, booster assembly, control assembly/s, pumps, drenchers and combined systems.
- **ELECTRICAL SERVICES:**
 - Fire detection and alarm systems, EWIS.
 - FIP/mimic panel/s and main & sub switchboard locations.
- **MECHANICAL SERVICES:**
 - Ductwork layout (where likely to cross fire or smoke barriers).
 - Fire and smoke dampers.
 - Roof/ceiling plans where high-level smoke venting or extraction is proposed.
 - Smoke exhaust outlet locations and exhaust fan capacities.

- Stairwell pressurisation inlet & relief grille locations.
- SPECIFICATION (only where sufficient information of fire services is not contained on the drawings).
- DANGEROUS GOODS STORAGE.

2) **BUILDING APPLICATIONS FOR SINGLE RESIDENTIAL BUILDINGS (including habitable additions/extensions)**

The Shire of Merredin requires that a Building Licence be issued prior to the erection of a dwelling or dwelling addition, patio, pergola, spa, swimming pool, front fence, retaining walls, gazebo, and sheds exceeding 10m² in area.

The specifications, positioning and materials for proposed structures must comply with the requirements of the Building Code of Australia and the Residential Design Codes.

The Shire of Merredin has developed information sheets that provide assistance and guidance for specific structures.

Application Requirements:

The Shire of Merredin requires all applications for new dwellings, or extensions to include the following information:

- Shire of Merredin Building Licence Application form. ALL relevant sections of the form must be completed. Incomplete application forms will not be accepted. **All plans to be in ink.**
- Site Plan and Working Drawings
- Three Copies of a site plan drawn to a scale of not less than 1:200
- The site plan must be fully dimensioned and all setbacks must be indicated. The finished floor level of the dwelling and garage and/or carport must be indicated with a datum point taken from the top of the kerb at the centre of the driveway crossover.
- Three Copies of Working Drawings of the dwelling drawn to a scale of not less than 1:100, which should include:
 - a. Floor plan of every storey
 - b. Elevations (view of every face of building)
 - c. At least one sectional drawing (discretion applied)
- Standard of submitted plans – plans for single residential dwellings, or extensions to such of value in excess of \$20,000 must be drawn to **AT LEAST** a draftsman standard. Hand-drawn plans will generally not be accepted for single residential dwelling building.
- Engineering Details - two copies of engineer design footing details or details certified to be in accordance with Australian Standard (AS) 2870 - Residential Slabs and Footings – Construction. If the design of the dwelling incorporates

large rooms which will require strutted beams, bulkheads, corner windows and/or large openings then additional original structural Engineers details may be required.

- Materials - two copies of specifications with a completed addendum indicating the types of materials proposed to be used.
- Termite Treatment - submissions to the Shire of Merredin for the construction of new dwellings or additions must be accompanied by a certified Termite Treatment System in accordance with AS3660.
- Home Indemnity Insurance – an original copy of the Home Indemnity Insurance certificate is required when making an application for a Dwelling or Dwelling Addition exceeding \$20,000 estimated construction value. Owner/Builders have special conditions regarding Home Indemnity Insurance which are identified on the Owner/Builder Statutory Declaration.
- Owner/Builder - owner/s wishing to construct a dwelling or dwelling addition as Owner/Builder exceeding \$20,000 in estimated construction value must register with the Builders Registration Board and pay the application fee of a \$123.00 as at June 2008. To do this ALL owners must complete separate Statutory Declarations with an appropriate witness. For additional information regarding Owner/Builder please contact the Builders Registration Board on 9476 1200.
- Energy Efficiency – all new dwellings and habitable additions to existing dwellings must comply with Part 3.12 of the Building Code of Australia 2006. A check sheet is available from the building surveyor to assist in the compliance with the requirements for Zone 4.

SETBACK REQUIREMENTS FOR SINGLE RESIDENTIAL BUILDINGS

In accordance with Table's 1, 2a and 2b of the Residential Design Codes of Western Australia. Generally, in the townsites of the Shire of Merredin this requires a front setback of 7.5m.

Side and rear boundary setbacks are:

- **1.0m** for walls with no major openings and that are less than 9m in length and less than 3.5m in height.
- **1.5m or more** for walls with major openings that are more than 9m in length and above 3.5m in height.

BUILDING APPLICATION FEE STRUCTURE

- Building Fee –
**\$85 Minimum, or
0.3182% of construction cost or contract value (GST inclusive)**
- Builders Registration Board Levy –
\$37 must be paid on all Building Applications

- Building and Construction Industry Training Levy Fund (BCITF) –
0.182% of construction cost or contract value
(Only applicable for Building works valued above \$20,000 – GST inc)

3) **BUILDING APPLICATIONS FOR OUTBUILDINGS, PATIO'S, PERGOLA'S, CARPORT'S**

The Shire of Merredin requires that a Building Licence be issued prior to the erection of a dwelling or dwelling addition, patio, pergola, spa, swimming pool, visually impermeable "solid" front fence >1200mm in height, retaining walls, gazebo, and **sheds exceeding 10m² in area**.

The specifications, positioning and materials for proposed structures must comply with the requirements of the Building Code of Australia and the Residential Design Codes.

The Shire of Merredin has developed information sheets that provide assistance and guidance for specific structures.

DEFINITIONS:

Outbuildings: A non-habitable, roofed building or structure enclosed on more than half of its perimeter.

(Does not apply to open type carports, patios or pergolas)

Patio: An open sided structure enclosed on no more than half of its perimeter with a roof cover impervious to water and used for outdoor entertainment.

Pergola: As above, however roof cover is not impervious

Carport: An unenclosed, roofed structure designed to accommodate a motor vehicle. Carports are entirely open at the front, sides and rear except where one side is physically attached to a dwelling, or built to a boundary.

Application Requirements:

The Shire of Merredin requires all applications for new Outbuildings, Patio's, Pergola's or Carport's, or extensions to existing Outbuildings, Patio's, Pergola's or Carport's, to include two sets of plans. All plans to be in ink and include the following information:

- Site plan at a minimum scale of 1:200, showing the distance the proposed Outbuilding, Patio, Pergola or Carport will be setback from the lot boundaries and any other buildings on the lot.
- Floor plan and elevations at a minimum scale of 1:100, showing all dimensions.

- At least two elevations.
- Connection details to the existing main roof framing and anchorage to footings, including footing dimensions.
- Footing details. Where the area of the proposed building exceeds 36m² a footing design that is certified and signed in ink by a structural Engineer may be required.
- Construction details showing materials to be used and their respective sizes, spans and spacings. **Note:** where spans exceed 6.0 metres, plans are to be verified as in accordance with the manufacturer's specifications **or** certified and signed in ink by a structural Engineer.
- Plans to be submitted with a completed Building Licence Application Form (available at the Council Administration Office).

SETBACK REQUIREMENTS FOR OUTBUILDINGS

- The setbacks for outbuildings are determined in accordance with the Residential Design Codes.
- An outbuilding with a wall length greater than 9.0m is generally required to be located 1.5m from a side or rear boundary, otherwise an outbuilding may be located 1.0m from a side or rear boundary. Reduced setbacks of outbuildings shall be subject to adjoining neighbour consultation and a Residential Design Codes "Codes Variation Approval".
- An outbuilding shall not be located in front of the building line from a street boundary to which the site has its main frontage and 1.5m from any other street boundary to which the site has a frontage.

SETBACK REQUIREMENTS FOR PATIOS/CARPORTS/PERGOLAS

- Patios/carports/ pergolas may be located with a setback of 500mm to the posts and roof overhang/gutter from a side or rear boundary.
- Posts may be located up to the boundary, however the roof sheet/gutter is to be maintained at a minimum 500mm from a side or rear boundary.
- Patios/carports/ pergolas with their posts located up to the boundary including the roof sheet/gutter at 500mm minimum from the boundary will generally be subject to consultation with and agreement from adjoining property owners.
- A patio/pergola shall not be located in front of the building line from a street boundary to which the site has its main frontage.
- Carports may be located forward of the front building line in accordance with the provisions of the Residential Design Codes.

- Applications for patios that are unusually large, close to boundaries or impact on adjoining owners due to a difference in ground levels between the two adjoining properties will also be subject to consultation with adjoining property owners.

SIZE RESTRICTIONS FOR OUTBUILDINGS

Council Policy 9.8 allows larger outbuildings to be constructed in the Residential zone. Below is a summary table of the requirements. Applicants should obtain a copy of the policy prior to submitting their applications.

| LOT AREA (m²) | MAXIMUM SINGLE OUTBUILDING (m²) | TOTAL OUTBUILDINGS (m²) | MAXIMUM WALL HEIGHT | MAXIMUM OVERALL HEIGHT |
|-------------------------------------|---|---|------------------------------------|---------------------------------------|
| 500 – 749 | 46 | 62 | 2.4 | 3.6 |
| 750 – 999 | 73 | 97 | 3.0 | 3.6 |
| 1000 – 1249 | 94 | 125 | 3.0 | 3.6 |
| 1250 – 1699 | 117 | 156 | 3.0 | 3.9 |
| 1700 – 2049 | 130 | 202 | 3.0 | 3.9 |
| 2050 – 2999 | 143 | 262 | 3.3 | 4.2 |

BUILDING APPLICATION FEE STRUCTURE

- Building Fee –
**\$85 Minimum, or
0.3182% of construction cost or contract value (GST inclusive)**
- Builders Registration Board Levy –
\$37 must be paid on all Building Applications
- Building and Construction Industry Training Levy Fund (BCITF) –
**0.182% of construction cost or contract value
(Only applicable for Building works valued above \$20,000 – GST inc)**

4) **BUILDING APPLICATIONS FOR PYLON SIGNS**

Application Requirements:

Applications for Building Licence for a "Pylon Sign" should include:

- A completed Application for Building Licence form
- Two copies of plans, **all plans to be in ink**, including –
 - Site plan at a minimum scale of 1:200, showing the distance the proposed structure will be setback from the lot boundaries and any other buildings/structures on the lot
 - Floor plan at a minimum scale of 1:100 or showing all dimensions
 - Two elevations (front and side) at a minimum scale of 1:100 or showing all dimensions
 - Footing details - certified by a practising structural Engineer in relation to site soil classification.
- Construction details showing materials to be used and their respective sizes, spans and spacings. These details should also be certified by a practising structural Engineer in relation to site specific wind loading and terrain category
- Building work in excess of \$20,000 in value **must** be undertaken by a Registered Builder.

BUILDING APPLICATION FEE STRUCTURE

- Building Fee –
0.3182% of construction cost or contract value (GST inclusive)
- Builders Registration Board Levy –
\$37 must be paid on all Building Applications
- Building and Construction Industry Training Levy Fund (BCITF) –
**0.182% of construction cost or contract value (GST inclusive)
(if value of works exceeds \$20,000)**

5) **BUILDING APPLICATIONS FOR SWIMMING POOLS**



MERREDIN

SHIRE OF MERREDIN

Building Licence Application Form

BUILDING SITE ADDRESS

Lot No: _____ House No: _____ Street: _____

Town: _____ Postcode: _____ Property No. _____

Area of Building _____ m² No. of Stories _____ VGN _____

Value of construction works or contract value (inc. GST) \$ _____

PLEASE INDICATE THE TYPE OF BUILDING OR STRUCTURE PROPOSED:

- | | | | |
|---|----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Carport | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Grouped Dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Fitout |
| <input type="checkbox"/> Multiple Dwellings | <input type="checkbox"/> Patio | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Office |
| <input type="checkbox"/> Additions | <input type="checkbox"/> Pergola | <input type="checkbox"/> Spa | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Add/Accommodation | <input type="checkbox"/> Shop | <input type="checkbox"/> Other (Specify) _____ | |

PLEASE INDICATE THE TYPE OF MATERIALS TO BE USED:

- | ROOF | FLOOR | WALLS |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tiles | <input type="checkbox"/> Timber | <input type="checkbox"/> Double Brick |
| <input type="checkbox"/> Steel Sheeting | <input type="checkbox"/> Concrete | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Fibreglass | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Timber |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ |

OWNER.S NAME _____ Phone No: _____

Address _____ Postcode _____

BUILDER'S NAME _____ Reg.No: _____

Address _____ Postcode _____

Phone No: _____ Fax No: _____ E Mail _____

APPLICANT _____

Signature _____ DATE _____

5) DEVELOPMENT APPLICATIONS

Development is defined in the Shire of Merredin Town Planning Scheme No.1 as –

“the use or development of any land and includes the erection, construction, alteration or carrying out of any building, excavation or other works on any land”

Examples of developments which **DO NOT** require planning consent –

- Single dwelling on an unoccupied residential property
- Constructing an outbuilding, patio, carport or the like in accordance with the provisions of the Residential Design Codes (RDC's)
- The use of a building on land that does not differ from the pre-existing use of that building
- A public work undertaken by any Government or agency thereof
- Construction of a road or carrying out of improvements on land designated as open space
- Maintenance that affects only the interior of a building
- The use of land or a building ancillary to an existing conforming use

Examples of developments which **DO** require planning consent –

- Increase in the number of dwelling units on a lot (ie. grouped dwelling, multiple dwelling, retirement accommodation)
- Construction of a fence within the front setback area of a property that is >1200mm in height and of solid (not visually permeable) construction
- Construction of a dwelling or building (outbuilding/shed, garage, patio or the like) that does not comply with the setback requirements or other specific requirements of the RDC's (ie single dwelling with setback less than 1.0m to side boundary, outbuilding built up to property boundary, carport that is built up to a secondary street boundary)
- Construction of a commercial building
- Commercial engineering works such as land subdivision and landscaping involving the alteration of natural ground levels by more than 500mm.
- Extractive industry operations
- Deposit of refuse or waste materials and commercial activities that result in the discharge of materials onto land (ie. vehicle wash down facilities, waste disposal sites)
- Occupation of, and undertaking of business in, an existing building that changes the classification of the building (eg. occupying a previously vacant commercial property; occupying a building previously classified as a Class 6 and undertaking activities that require the re-classification of that building to Class 8)
- Proposed use of land that is not designated as a permitted (“P”) use within the Scheme

**Information to be submitted with Application for Planning consent
(Development Application)**

- Completed application form
- Three (3) sets of plans including, including site plan at a minimum scale of 1:200, showing:
 - a) the location of the proposed development on the property
 - b) the position of existing buildings on the property
 - c) the location of any other structures/fixtures on the property such as fences, septic tanks and leach drains, storage areas
 - d) the location, type and approximate height of all trees on the site and indicate those to be retained and those to be removed
- Front and side elevation of existing and proposed buildings on the property including height and appearance
- Details of carparking arrangements
- Details of landscaping proposal for the property
- Existing and proposed final ground level contours
- Details of the proposed method of surface water containment or disposal
- Any other information requested by Council

APPLICANTS ARE REMINDED THAT BUILDING DEVELOPMENT CANNOT BE UNDERTAKEN WITHOUT FIRST OBTAINING PLANNING CONSENT WHERE REQUIRED.

GENERALLY, THE ISSUING OF A BUILDING LICENCE WILL BE HELD PENDING APPROVAL OF AN APPLICATION FOR PLANNING CONSENT, WHERE SUCH IS REQUIRED.

Town Planning fees are levied on applications as per Councils Schedule of Fees and Charges and under the provisions of the Town Planning (Local Government Planning Fees) Regulations 2000. Charges listed below are as at 27 June 2008.

| ESTIMATED COST OF THE DEVELOPMENT (other than for an extractive industry) | FEE |
|--|---|
| Not more than \$50 000 | \$123 |
| More than \$50 000 but not more than \$500 000 | 0.23% of the estimated cost of development |
| More than \$500 000 but not more than \$2.5 million | \$1415 + 0.18% for every \$1 in excess of \$500 000 |
| Extractive Industry | \$615 + \$1230 if commenced at the time of application |



SHIRE OF MERREDIN

TOWN PLANNING SCHEME NO. 1

APPLICATION FOR PLANNING CONSENT

I/We _____
(full name of applicant)

of _____ Post Code _____
(address for correspondence)

Hereby apply for planning consent:-

(1) to use the land described hereunder for the purpose of _____

(2) to erect, alter or carry out development on land described hereunder

In accordance with the accompanying plans (3 copies)

The existing use of the land is _____

The approximate cost of the proposed development is \$ _____

The estimated time of completion is _____

The approximate number of persons to be housed/employed when the development is completed is _____

Information to be submitted with Application for Planning consent -

- Completed application form
- Three (3) sets of plans including, including site plan at a minimum scale of 1:200, showing:
 - a) the location of the proposed development on the property
 - b) the position of existing buildings on the property
 - c) the location of any other structures/fixtures on the property such as fences, septic tanks and leach drains, storage areas
 - d) the location, type and approximate height of all trees on the site and indicate those to be retained and those to be removed
- Front and side elevation of existing and proposed buildings on the property including height and appearance
- Details of carparking arrangements
- Details of landscaping proposal for the property
- Existing and proposed final ground level contours
- Details of the proposed method of surface water containment or disposal
- Any other information requested by Council

Titles Office Description of Land

Locality Plan

Lot No _____ House No _____ Street _____
(Indicate distance to nearest intersecting street)

Loc No _____ Plan or Diagram No _____

Certificate of Title:

Vol _____ Folio _____

Dimensions:

Site Area _____ m²

OFFICE USE ONLY

Application No _____

Frontage _____ m

Date Received _____

Depth _____ m

Notice of Application _____

SIGNATURE OF APPLICANT _____

Where the Applicant is not the owner, each and every owner's signature is required.

Please note that the signatures of ALL owners of the property are required on the application for planning consent

SIGNATURE OF OWNER _____ **Date** _____

PRINTED NAME OF OWNER _____