



Building, renovations and demolitions in Goomalling

A **how to** guide to help you get your project done legally, safely and smoothly

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Introduction

We want to help you get your building, renovation or demolition project in Goomalling done legally, safely and efficiently.

You are welcome to chat to our Building Surveyor about your project who can personally guide you through the process of your building application.

This guide will also help you with:

- the process of getting your project approved,
- the conditions you need to follow, and
- how to estimate what fees you'll need to budget for.

This guide includes links to forms and guides that you can refer to and print out. If you don't have Internet or printer access, then please drop into the Shire - we will be happy to print the guides and/or forms for you.

If you need any further information or have any suggestions for improving this guide, please feel free to get in touch with our contracted Building Surveyor:

Rebecca Creighan
Building Surveyor

CF Building Approvals
0414 554 758
rebecca@cftbuildingapprovals.com.au

Demolitions

Demolishing a building in Goomalling? Please chat with me first to cover yourself legally. You'll probably need to:

1. seek planning approval (read the Seek [planning approval](#) from Council section for how to do this),
2. apply for a demolition permit (using the form you can download below), and
3. pay a permit fee of \$105 per storey

and the Building Services Levy.

The levy is 0.137% of the estimated demolition cost, or just \$61.65 for values of \$45,000 or less. You pay this levy to the Shire of Goomalling when you submit your demolition permit application and we forward it to the WA Building Commission for you.

4. When the demolition work is complete you must fill in a notice of completion form (BA07) and submit it to me within seven days of the work's completion.

DOWNLOADS

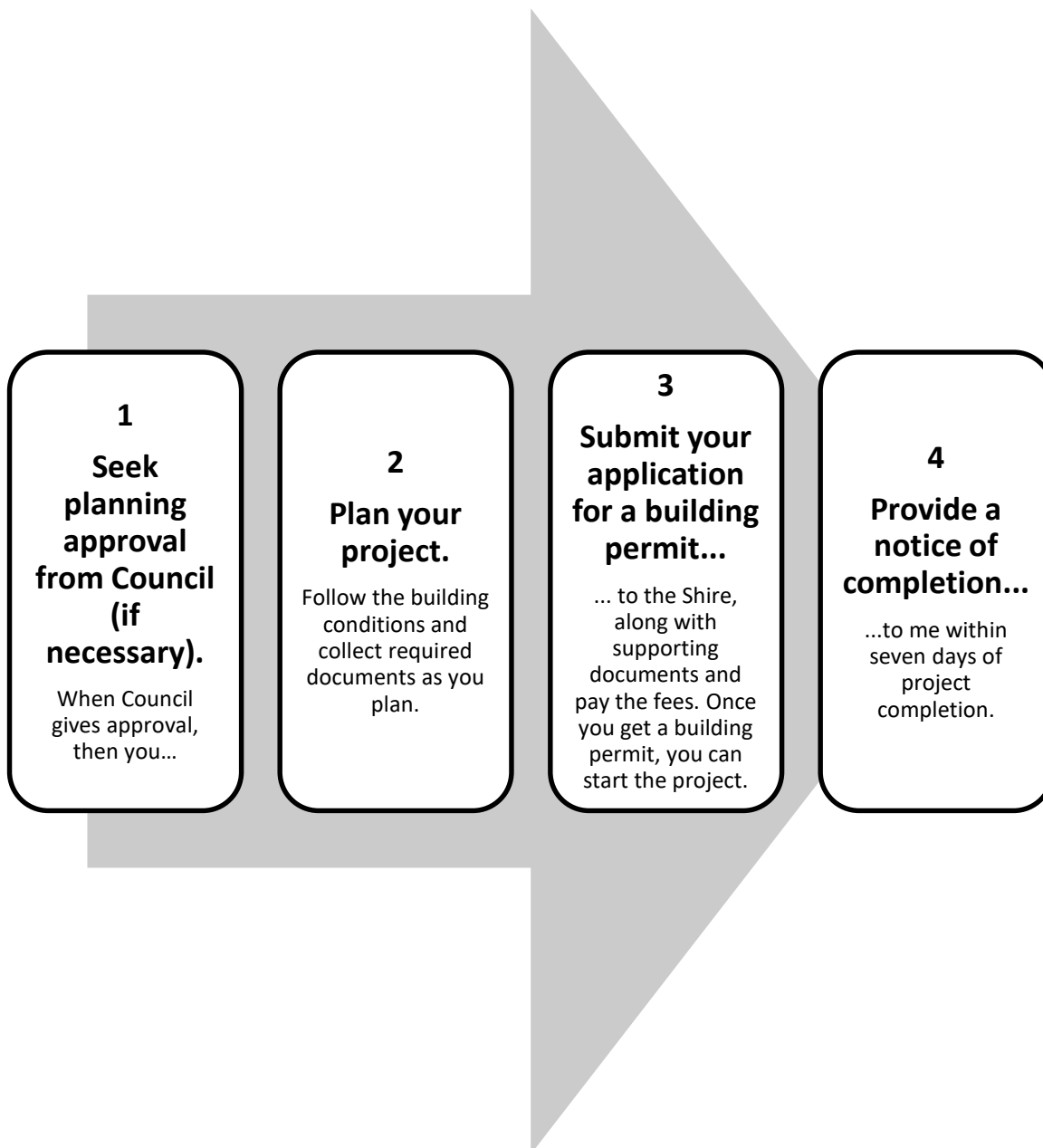
[BA05 - Application for a demolition permit](#)

[Guide to Lodging a Demolition Application](#)

[BA07 - Notice of Completion](#)

Building and renovating

There are four main steps.



Read on for the details.

1. Seek planning approval from Council

Planning approval isn't always necessary. It's already granted if you're building:

- a single house on a single residential-zoned lot, or
- a shed in town no bigger than 54m² with 3m or lower wall height and it's constructed from NEW materials of brick or Colorbond® iron sheeting.

...so you don't need to seek planning approval for the projects above – just skip to [Plan your project](#).

However, if you want to:

- demolish something;
- put a second house on any lot;
- build something on a farm lot that doesn't serve a farming purpose (eg bed and breakfast, motor cycle track);
- Building on a rural zone property;
- build a shed bigger than 54m² on a residential lot; or
- Your property is on the State Heritage List or Council's Heritage List.

then you must apply for planning approval.

Find out what's allowed in Goomalling

Before you apply, have a quick chat with me about your project. There are [building conditions](#) in Goomalling you may need to be aware of.

How to apply for planning approval

- Fill in an [Application for Development Approval](#) form.
- Write a letter to Council explaining what you want to build, extend or demolish and where it'll happen, and ask for planning approval.
- Submit the form, plans and letter to the Shire of Goomalling along with the appropriate planning approval fee:
 - A maximum fee of \$147 applies to applications where the estimated cost of the project is up to \$50,000.
 - For projects worth \$50,000 - \$500,000, the fee is 0.32% of the estimated cost.
 - If the project will cost more than \$500,000, please contact our planning consultant Steve Thompson steve@edgeplanning.com.au.
- The Goomalling Council will consider your project at the next monthly meeting. You will be notified of Council's decision soon after.
- If approval is given, then you can start to [plan your project](#) in detail.

2. Plan your project

Follow the building conditions

By this stage you will probably already have ensured your project will meet the building conditions by chatting with me and/or you will have [read about the building conditions in Goomalling](#).

IMPORTANT NOTE: If you have a State Government provided water or sewage disposal service to your property, you **must** submit your plans and specifications to the Water Corporation for approval **before** lodging your Building Permit Application to Council. Fees to them will apply. Goomalling Shire owns the sewage scheme here but not the water supply. Therefore, you will have to submit plans to the Water Corporation if your property is supplied with their scheme water.

Collect the necessary documents as you go

Later, when you [submit your Application for a Building Permit](#), you'll probably need a number of permits, plans, receipts and other documents. Now is the time to start gathering them together.

Which documents you need depends on:

- the type of building, renovation or demolition,
- whether your project will affect your [neighbours](#),
- where your project is and
- a number of other factors.

We've made a Building Application Checklist you can use to ensure you've got everything you need before you submit your application for a building permit.

Having all the required information will definitely save time, help your project run smoothly, and could even save you money!

DOWNLOADS

[Uncertified Building Application Checklist](#)

[Certified Building Application Checklist](#)

[Commercial Building Information Sheet](#)

[Occupancy Permits Class 2-9 Information Sheet](#)

[Unauthorised Works - Information Sheet](#)

Budget for the fees

Be prepared to pay some building fees before and when you [submit your Application for a Building Permit](#).

To calculate the fees you will need to pay, you need to know the cost and class of your project.

- **Cost**
Your project cost estimate needs to include your own labour cost.
There is help to estimate construction costs on the Master Builders Western Australia website at www.mbawa.com/custom/mba_directory.asp?SID=35.
- **Building class**
A single house and/or additions to a house are Class 1. Garages, patios, sheds, fences, retaining walls, masts and the like, are Class 10. All other types of buildings would fall under Class 2-9. (If you need more details, see the [classes](#) appendix or ask me.)

Fees will include:

- **Construction Training Fund Training Levy**
The fee is 0.2% of the valuation for projects over \$20,000.
You can Bpay this via <http://bcitf.org/?id=101> and provide the receipt to the Shire of Goomalling later when you submit your building permit application, **OR** you can pay it at the Shire of Goomalling as we are their collection agent.
- **Building services levy**
The fee is \$61.65 for projects valued up to \$45,000. For values over \$45,000 you pay 0.137% of the valuation.
You pay this fee to the Shire of Goomalling and we will forward it on to the WA Building Commission.
- **Building application fee**
This fee is based on the valuation of your project and whether you're submitting a certified (0.19%), commercial certified (0.09%), or uncertified (0.32%) building application form (this is covered in the next section), with a minimum fee of \$105.00.
You pay this at the Shire of Goomalling.

Optional fees may include:

- If you're installing sewage treatment (eg, a septic tank, composting toilet, or grey water reuse system) you need to fill in an [application to construct or install an apparatus for the treatment of sewage form](#) and pay \$236 at the Shire of Goomalling.
- If your property is in Goomalling town site and you require connection to sewerage, a \$39 connection fee applies.

3. Submit your Application for a Building Permit

To get a building permit you need to fill in the appropriate **Application for a Building Permit** form and provide all the necessary plans, documents and permits to the Shire of Goomalling.

Which **Application for a Building Permit** form you need to fill in depends on who certifies your building plans.

If Council is going to certify your plans, you need to fill in the **Application for Building Permit – Uncertified** form. Council’s building surveyor will look at your plans and issue a Certificate of Design Compliance if everything is in order. (See the [building control disclaimer](#).)

All commercial buildings or buildings built on commercial zoned properties (including sheds on farms) are required to be BA01 (pre-certified). **OR** If your builder organises private certification of your building plans, the **Application for Building Permit – Certified** form will be used.

DOWNLOADS

[BA01 - Application for Building Permit Certified Guide to lodging a certified building permit application](#)

[BA02 - Application for Building Permit Uncertified Guide to lodging an uncertified building permit application](#)

Include the required supporting documents with your application

During step [2. Plan your project](#), you will have collected the documents, permits and receipts you need to submit with your **Application for Building Permit** form.

You might want to do a final check on the Building Application Checklist to make sure you’ve got everything. This will save you time and money and get your project finished sooner, so please feel free to ask me if you need help with this.

What happens next?

If Council is certifying the design you will hear back from our Building Surveyor about your Building Permit within 25 working days.

If you submitted the **Application for Building Permit – Certified** form, our Building Surveyor will respond within 10 working days.

If something is missing from your application

If you don't submit all the necessary documents and permits, Council's building surveyor will ask you for further information. You'll have 21 days to supply it. If you don't supply the requested information within 21 days, unfortunately your application for a building permit will be rejected, you'll forfeit the fees you've paid, and you'll have to start the process again.

The day after you supply the requested information, the clock starts ticking again and the building surveyor will get back to you within 25 working days (for uncertified forms) or 10 working days (for certified forms). As you can imagine, this can delay your project considerably, so it's worth using the guides and building application checklists to ensure that you get your application in fully and completely in the first place.

Please contact our Building Surveyor if you need help!

If your building permit is approved

Congratulations!

Your project can go ahead, subject to the [building conditions](#) and any notations I've placed on the approved plans.

Be aware that your building permit is **only valid for two years**.

After two years if your project is well advanced but isn't complete you can apply for an extension. If inadequate progress has been made you'll need to reapply for a building permit.

Right of appeal

If you are dissatisfied with the building conditions or the notations on your plans, please discuss it with Council's Building Surveyor. If we can't resolve it, you can appeal to the State Administrative Tribunal.

Building control disclaimer

The Certificate of Design Compliance issued by the Council is based on the assumption of good building practice and compliance with the Building Code of Australia.

The builder or the Building Owner takes full responsibility for:

- any defect (latent or patent) in the design and/or construction of the building, or
- any defect in the site and its capacity to support the foundations or the materials used in the construction of the building.

4. Provide a Notice of Completion when your project is finished

Fill in a Notice of Completion and send it to the Shire of Goomalling goshire@goomalling.wa.gov.au **within seven days of the end of construction.**

DOWNLOADS

[BA07 - Notice of Completion](#)

- Note: Commercial constructions cannot be occupied or used until a Certificate of Construction Compliance (CCC) is provided to enable an Occupancy Certificate to be issued. Mandatory inspections and fees will apply.

Appendices

Appendix 1 – Building conditions

It's up to you (the owner) and your builder to make sure that your project complies with the Building Code of Australia, all relevant codes and legislation, and manufacturers' specifications.

Although the building conditions in the following table, your building permit and your building specifications may not include specific references to *all* legal requirements, **you still have a duty of care to comply with them.**

If in doubt about the requirements regarding a specific component of construction your duty of care requires that you ensure your actions/work complies with relevant legislation.

	Building conditions
Energy Efficiency	All buildings and most renovations need to meet compliance with Part 3.12 of the current NCC, examples of energy compliance assessments are DTS Elemental Provisions Assessments & NatHERS 6 Star Energy Ratings, both of which can be provided by an accredited Energy Assessor.
Balustrades	If any section of floor, platform or otherwise is located more than 1000mm above the adjoining floor or finished ground level, a continuous balustrade or other barrier is required.
Brick ties	Medium duty brick ties are to be installed at 600mm centres vertically and horizontally, with vertical centres of ties reducing to 300mm at the sides of windows and other openings.
Caravans	A caravan on your property is subject to the Caravan and Camping Ground Regulations and can only be used for three nights in any one month and for no longer than three months. Council would consider a proposal of up to six months as temporary accommodation if you were owner building your own house – but before you move in you must have a building permit and have the floor of your new home constructed. If progress is not substantial your temporary accommodation permit will be cancelled.
Composting toilets	If you're installing a composting toilet it must be Health Department approved (www.public.health.wa.gov.au/cproot/1337/2/ApprovedAlternativeToilets.pdf). You'll need to fill in an application to construct or install an apparatus for the treatment of sewage form and pay \$220 at the Shire of Goomalling.
Concreting	In hot (i.e. above 30°C) and windy conditions concrete must be cured by covering with plastic sheeting, spraying with a liquid membrane curing compound or ponding water on the top surface. Where penetrations (such as pipes) pass through the footings the depth of the footing in this locality is to be increased locally to the equivalent of the diameter of the penetration.
Dongas	Donga type homes are generally not permitted. However, if your farm is larger than 1,000 hectares and you want to provide shearer type temporary accommodation, you can seek planning approval from Council .
Exposed timbers	All exposed softwoods must be treated by approved means against rot by the use of preservatives.
Environment	The Wheatbelt is a fragile environment and Council is mindful that it needs care. Planting of trees and other flora is encouraged together with good saltland and farmland management. Any activity considered detrimental to the environment, such as motor bikes tearing up bushland or too many stock, will not be tolerated.
Feedlots	These generally are only allowable in a general farm operation and approvals will be required from various government departments.

	Building conditions																		
Finished floor height	The finished floor height of slab-on-ground construction must be: <ul style="list-style-type: none"> • 150mm above finished ground level; or • 100mm above sandy or well-drained soil; or • 50mm above paved or concreted areas that slope away from the building. 																		
Grey water reuse	You will need to follow the rules and use an approved system. Department of Health has the details. You'll need to fill in an application to construct or install an apparatus for the treatment of sewage form and pay \$236 at the Shire of Goomalling which cover relevant inspection costs.																		
House size	Your house needs a minimum internal living area of 100m ² and a minimum roof area of 110m ² . You can only build one house on any single residential lot/location in Goomalling. If you want to build more, please apply to Council for planning approval .																		
Lintels	Lintels in double brick construction are to be as follows: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th>Angles</th> <th>Max Clear Span</th> </tr> </thead> <tbody> <tr> <td>90 x 90 x 6EA</td> <td>2050mm</td> </tr> <tr> <td>90 x 90 x 8EA</td> <td>2170mm</td> </tr> <tr> <td>100 x 100 x 6EA</td> <td>2290mm</td> </tr> <tr> <td>100 x 100 x 8EA</td> <td>2410mm</td> </tr> <tr> <td>150 x 90 x 8UA</td> <td>3370mm</td> </tr> <tr> <td>150 x100x 10UA</td> <td>3490mm</td> </tr> </tbody> </table> <p>Flats</p> <table border="0" style="margin-left: 40px;"> <tbody> <tr> <td>75 x 8</td> <td>490mm</td> </tr> <tr> <td>75 x 10</td> <td>610mm</td> </tr> </tbody> </table> <p>Note: Minimum bearing for lintels shall be 100mm for spans up to 1000mm and 150mm for spans over 1000mm.</p>	Angles	Max Clear Span	90 x 90 x 6EA	2050mm	90 x 90 x 8EA	2170mm	100 x 100 x 6EA	2290mm	100 x 100 x 8EA	2410mm	150 x 90 x 8UA	3370mm	150 x100x 10UA	3490mm	75 x 8	490mm	75 x 10	610mm
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Mortar	Due to the seismicity of Goomalling, mortar mix must be at least as strong as 1:1:6 in all parts of the building. Bricks must be laid on full beds with full perpend.																		
Neighbours	If your project will encroach on or affect your neighbours' property, please chat to your neighbour and explain the situation, then fill in the Notice and Request for Consent to Work affecting other Land form and ask them to respond. They need to tick either "I agree" or "I disagree" to the proposed work and sign and date it, then return it to you. For more information see Department of Commerce – Work Affecting Other Land																		
Notifications of works progress	The builder must give me 24 hours' notice prior to the following stages of construction: <ul style="list-style-type: none"> • footing placement • concrete slab pour • commencement of brickwork • commencement of roof framing • practical completion • sewer connection <p>Notice by fax to email to goshire@goomalling.wa.gov.au is acceptable.</p>																		

	Building conditions																																								
Outbuildings (sheds/garages/carports)	<p>If you're building an outbuilding in town no bigger than 54m² and 3m wall height and it's constructed of NEW brick or colorbond material, you don't need planning approval, but you'll still need to apply for a building permit.</p> <p>If your outbuilding is larger than 54m², I may be able to give you planning approval (without referring to the Council) if your outbuilding meets the following criteria:</p> <ul style="list-style-type: none"> • It complies with the Building Code of Australia 1996 • It will be made with new materials. I may ask you for a certification from a practising structural engineer as to the structural adequacy and if you're using second hand materials, I may require you to clad and/or paint the materials. • It can't be attached to a dwelling. • It must be at least 1.8m away from other buildings. • You can't live in it. • It mustn't be in the primary street setback area (the space between the front of your house and the front boundary of your lot). • It meets the requirements for setbacks. • Its size, or the aggregate size of outbuildings on one lot, can't exceed the following specifications: <table border="1"> <thead> <tr> <th>The size of your lot (m²)</th> <th>Maximum single outbuilding (m²)</th> <th>Total out-buildings (m²)</th> <th>Maximum wall height (m)</th> <th>Maximum ridge height (m)</th> </tr> </thead> <tbody> <tr> <td>500-749</td> <td>46</td> <td>62</td> <td>2.4</td> <td>3.6</td> </tr> <tr> <td>750-999</td> <td>73</td> <td>97</td> <td>3</td> <td>3.6</td> </tr> <tr> <td>1000-1249</td> <td>94</td> <td>125</td> <td>3</td> <td>3.6</td> </tr> <tr> <td>1250-1699</td> <td>117</td> <td>156</td> <td>3</td> <td>3.9</td> </tr> <tr> <td>1700-2049</td> <td>130</td> <td>202</td> <td>3</td> <td>3.9</td> </tr> <tr> <td>2050-2999</td> <td>143</td> <td>262</td> <td>3.3</td> <td>4.2</td> </tr> <tr> <td>3000-5000</td> <td>157</td> <td>375</td> <td>3.6</td> <td>4.5</td> </tr> </tbody> </table> <p>If your plan doesn't meet these criteria, discuss your plans with your neighbours. Ask them to put their comments about your plan in writing. Then you must apply to Council for planning approval and include the letters from your neighbours.</p>	The size of your lot (m ²)	Maximum single outbuilding (m ²)	Total out-buildings (m ²)	Maximum wall height (m)	Maximum ridge height (m)	500-749	46	62	2.4	3.6	750-999	73	97	3	3.6	1000-1249	94	125	3	3.6	1250-1699	117	156	3	3.9	1700-2049	130	202	3	3.9	2050-2999	143	262	3.3	4.2	3000-5000	157	375	3.6	4.5
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Power	<p>Your plans and/or specifications need to provide details of the power supply (eg, off the grid, wind turbine, solar powered, generator, etc) for your house or commercial building.</p> <p>If you don't include this information in your plans, you may end up having to apply for separate planning approval and a building permit if you have non-standard power. Please contact me if you have any questions.</p>																																								
Retaining walls	See site works .																																								
Road	If your property doesn't have a formed road to it, you will have to maintain any roadway that you put in yourself. Council does not maintain private roads.																																								
Roof framing	<p>All timber framing must comply to Australian Standard 1684.</p> <p>For softwood framing, and in particular trusses, AS-1684 indicates that 2 x trip-l-grips are to be used at external wall plates for W41 wind loading conditions.</p>																																								

	Building conditions
Sea containers	<p>Sea containers are not permitted in the residential areas of town.</p> <p>Sea containers can't be converted into any form of accommodation as they don't meet the conditions laid out by the Building Code of Australia.</p> <p>For storage purposes only, they are permitted on viable farms and may be considered on smaller rural lots. In either case, you will need to seek planning approval from Council. Council is not likely to give planning approval before there is a residential building on the lot but they might consider it for storage of materials and tools during the construction phase.</p> <p>Sea containers are considered temporary and Council can order for them to be removed if they are not maintained in a satisfactory condition.</p>
Second-hand homes	<p>A second-hand home may be allowed if asbestos is removed <i>before</i> you bring it to Goomalling.</p> <p>Second-hand homes need to meet the 6 Star Energy Efficiency Standard. See WA Alterations and Additions Protocol for details.</p> <p>All second-hand homes need to comply with the Building Code of Australia as at the time they were constructed, so follow the usual procedure to seek planning approval, plan your project and apply for a building permit.</p> <p>In addition, if the home wasn't <i>designed</i> as a transportable, you'll need a structural sufficiency certificate from a practising structural engineer and you'll have to pay a bond that is refundable after the home is resited and ready to live in. The bond amount is determined by Council and will be \$4,000 or more.</p>
Setbacks	<p>Setbacks are areas between your building and property boundaries or other buildings. The setback rules in Goomalling area:</p> <ul style="list-style-type: none"> • Rural zones - 50 metres from front and rear and 20 metres on the side. • Townsite rural lots - subject to Council discretion. • Townsite lots – Shall be in accordance to the State Planning R-Codes – they vary depending on many factors so please give me a call if you need to know the specifics for your project.
Site identification	<p>If there is any uncertainty about the location of property boundaries, you or your builder must get a licensed land surveyor to establish boundary localities.</p>
Site surface drainage	<p>The building must be constructed to direct all surface water flows away from the building. On sloping sites a cut off drain on the high side of the building may need to be installed.</p> <p>Downpipes must be directed so that water is unlikely to discharge under the building. They are to be piped, or otherwise directed, to discharge a minimum of 1200mm from the building.</p> <p>Piped discharges must not to flow onto adjoining property.</p>

	Building conditions
Site works	<p>When a compacted sand pad is required under concrete floors:</p> <ul style="list-style-type: none"> • Remove all vegetation, rubbish and deleterious fill from the pad area. • The compacted sand pad: <ul style="list-style-type: none"> ○ width must extend a minimum of 1.5 metres from the edge of the proposed building and be protected from erosion from stormwater. ○ depth must be a minimum of 300mm to the underside of the footing with a maximum depth of 1000mm unless otherwise stipulated by a practising structural engineer. • If the minimum sand pad width plus the angle of repose of sand pad between the perimeter of the building and the boundary cannot be achieved, a retaining wall needs to be made before the commencement of any structural works. • To streamline your build, indicate retaining walls on your original application for planning approval, because you'll need a building permit for the retaining walls. You will need engineered specifications and certification if the wall height exceeds 500mm, and you may need them if it's lower. • The builder must get a satisfactory penetrometer test of compacted fill before pouring concrete. The reading should conform to practising structural engineer's design details or be certified as adequate for the type of construction by the builder and be for the full depth of the sand pad. Send a copy of the test to Council.
Smoke alarms	<p>Install smoke alarms connected to consumer main power:</p> <ul style="list-style-type: none"> • in every bedroom, or • in every corridor or hallway associated with a bedroom or group of bedrooms.
Solid fuel heating appliances	<p>Except where a flue pipe terminates in a chimney, locate the flue exit outside the building so that:</p> <ul style="list-style-type: none"> • it is at a height not less than 600mm above the level of the roof, and • no apertures (such as evaporative air conditioners or other flue pipes) are within or above 3 metres radius of the flue exit.
Stormwater disposal	<p>All stormwater from roofs and paved areas, including driveways, must discharge a minimum of 1800mm from the building. All stormwater is to discharge onto Council's street drainage through the back of the kerb. If unable to do so, excess water is to be directed into leach drains sited and installed as approved by the Building Surveyor.</p>
Sub-foundation	<p>If preliminary earthworks expose significant variation in soils in sub-foundation or expose areas of excessive moisture, let me know before the site works proceed to sand pad placement. Your building's footing system may have to be redesigned before works proceed.</p>

	Building conditions
Sub-soil drainage	A sub-soil drain to the requirements of BCA is to be installed as may be required. Your structural engineer can advise on this.
Sustainable design	The Shire of Goomalling recommends that you take sustainable design principles into account when planning your project. See https://hia.com.au/products-services/greensmart/greensmart-house for guidance.
Termite treatment	<p>Conduct termite treatment in accordance with Australian Standard 3660.1 and forward a copy of certificate of treatment to the Shire of Goomalling on completion of the work.</p> <p>Affix a durable notice detailing the form of barrier used in the meter box.</p> <p>It is strongly recommended that all structural softwood used in the construction be treated against termite attack.</p>
Thresholds (class 2 – 9 buildings)	The threshold of a doorway must not incorporate a step or a ramp at any point closer to the doorway than the door leaf unless the door sill is not more than 190mm above the finished surface of the ground, balcony or the like to which the doorway opens. Note: this means a landing is required before steps whenever a door opens outwards, including fly screen doors.
Toilet doors	<p>The door of every fully enclosed sanitary compartment must:</p> <ul style="list-style-type: none"> • open outwards or slide; and • be readily removable from the outside of the compartment, unless there is a clear space of at least 1200mm between the pan within the sanitary compartment and the nearest part of the doorway.
Universal design	The Shire of Goomalling recommends that you take universal design principles into account when planning your project. See https://hia.com.au/products-services/greensmart/greensmart-house for guidance.
Water	If you don't have mains water connected, you need tank/s with a minimum potable water storage capacity of 92,000 litres from at least 175m ² of catchment from houses/sheds/dedicated awnings, not fed from a bore. Bore water is not considered a reliable source and most often it is saline.

Appendix 2 – Classes

It may help you in the building application process to figure out what class of building or renovation you are doing. These are outlined below. Please feel free to call me if you need help with this.

See Department of Commerce Website

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