Buildings, 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 Shire staff via email: goshire@goomaling.wa.gov.au

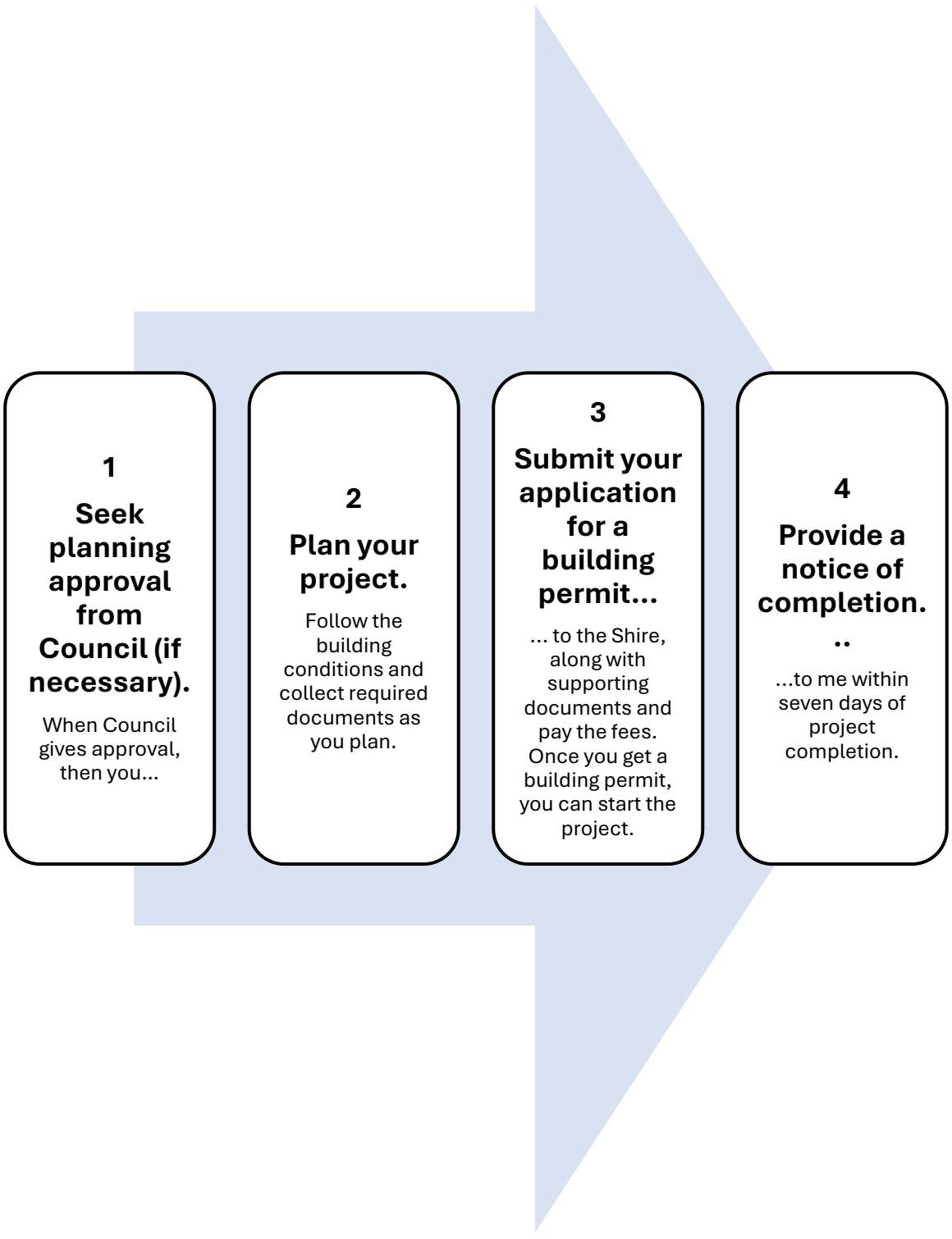
Demolitions

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

1. seek planning approval (*refer to 1. 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. lodge your application to Shire of Goomalling via email, in person or via surface mail:
   a. Email: goshire@goomalling.wa.gov.au
   b. In person: Administration Building
      Shire of Goomalling
      32 Quinlan Street
      Goomalling WA 6460
   c. Mail: Shire of Goomalling
      PO Box 118
      Goomalling WA 6460
4. on receipt of your invoice pay a permit fee 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.
5. When the demolition work is complete you must fill in a notice of completion form (BA07) and submit it to Shire of Goomalling within seven days of the work's 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 54m^2 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 (e.g. bed and breakfast, motorcycle track);
- Building on a rural zone property;
- build a shed bigger than 54m^2 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.
- Lodge the form, plans and letter to the Shire of Goomalling via email, surface mail or in person:
    - Email: *goshire@goomalling.wa.gov.au*
    - In person: Administration Building
Shire of Goomalling
32 Quinlan Street
Goomalling WA 6460
    - Mail: Shire of Goomalling
PO Box 118
Goomalling WA 6460

- on receipt of your invoice remit payment of application fees and 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 2. *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 already read this how to guide.

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 go to 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 Checklists 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!

3. Building Permit Application Checklist

Class 1 and 10 buildings and structures (residential)

This checklist and information sheet has been designed to assist applicants to prepare a complete building permit application submission. A complete building permit application, where all necessary information has been provided in accordance with this checklist, will enable the Shire to undertake a full building compliance assessment, and avoid unnecessary delays occurring in the processing of your application.

Under Part 2, Division 1, Section 9 of the *Building Act 2011*, a Building Permit is required for all structures and construction types (residential, commercial, and industrial). This includes, but is not limited to:

- New residential dwellings & associated incidental structures.
- Alterations and additions to an existing dwelling, including detached rooms and ancillary dwellings (granny flats)
- Changes of building classification
- Commercial buildings, including fit-outs and refurbishments
- Earthworks and sand pads
- Fences (masonry) over 750mm in height
- Fences (non masonry) over 1.8m in height
- Industrial buildings
- Non-habitable to habitable conversions (shed to house conversion)
- Retaining walls 500mm and above in height
- Sea containers
- Sheds, garages, lean-tos, workshops, rural sheds/buildings (some exemptions apply)
- Shade sails, pergolas, gazebos, verandas, patios (some exemptions apply)
- Swimming pools and spas (both below and above ground)
- Tiny homes
- Water tanks with a capacity greater than 5000 litres

Types of Building Permit Applications

Registered builders, designers, private building surveyors, owner-builders and owners can submit either a certified (BA1) or uncertified (BA2) Building Permit application. Applications are assessed for compliance with the *Building Act 2011* (WA) and all applicable building standards.

NOTE: *All other required approvals should be in place and complied with when making an application for a building permit. This includes development approval, health approval, (i.e. installation of septic apparatus), utilities and owner-builder approval.*

BA1 - Certified Applications - Optional for Residential Class 1a or 10

When submitting a Certified Application, you must include a Certificate of Design Compliance (CDC) issued by a Western Australian registered Private Building Surveying Contractor. Once the CDC and all other required information is submitted and officially received, the timeframe for the issuance of the Building Permit for a Certified Application is 10 business days.

Find an independent building surveying contractor here: Find a registered building surveyor | Department of Energy, Mines, Industry Regulation and Safety (commerce.wa.gov.au)

BA2 - Uncertified Applications - Residential Class 1a and Class 10

An uncertified application can only be made for Class 1a or Class 10 buildings and requires the Shire to issue your CDC with the Building Permit. The CDC confirms that the proposal complies with the applicable building standards and must reference plans, specifications and technical documents that confirm compliance. Timeframe for issue of an uncertified building permit application is 25 business days.

FORMS	
BA1 Certified Application, or **BA2 Uncertified Application** Forms available here: https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0	
Application to Construct/Install an Apparatus for Effluent Disposal (if applicable) Apply here: https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system	
REQUIRED INFORMATION (SOME EXCLUSIONS MAY APPLY)	
OWNER BUILDERS Owner Builders Approval Certificate (Issued by the WA Building Commission) Info here: https://www.commerce.wa.gov.au/building-and-energy/owner-builder-application	
REGISTERED BUILDERS Home Indemnity Insurance Certificate (For class 1a works $20,000 and over in value)	
Development (Planning) Approval - DA Approval No. ___ / _____ Date Issued:	

FEES (Shire of Goomalling will provide a fees and charges invoice on receipt of your application documents. Your application will not proceed until all applicable fees and levies are receipted. Payment can be made with cash, cheque, EFTPOS, credit card or bank transfer.)	
BA1 - Certified Application (0.19% of the estimated value of the building work, but not less than $121.00)	
BA2 - Uncertified Application (0.32% of the estimated value of the building work, but not less than $121.00)	
Building Services Levy (0.137% of the estimated value, but not less than $61.65)	
Construction Training Fund (CTF) Levy - Copy of CTF levy receipt required (0.2% of total estimated value for works over $20,000 in value) https://ctf.wa.gov.au/about-us/levy-collection	
CONSULTANT REPORTS (WHERE APPLICABLE)	
Energy Efficiency Report From an accredited Energy Assessor, please note all 7 Star NatHERS Reports are required to be lodged with both a full copy of the NatHERS Certificate and NatHERS stamped plans.	
Geotechnical Assessment Report (or soil classification report from structural engineer)	
Bushfire Attack Level (BAL) Report and BAL Certificate (if applicable) From an FPA Accredited BPAD Bal Assessor https://maps.slip.wa.gov.au/landgate/bushfireprone/	
Signed Structural Engineering Drawings Your design needs to be accompanied by signed structural design drawings completed by a registered structural engineer.	

NOTE: *A complete set of legible, accurate and professionally drawn plans and documentation must be submitted with your Building Permit application. Plans and other documentation must contain sufficient details and information for the building surveyor signing the relevant compliance certificate to determine that the building when built in accordance with the submitted plans and documentation will comply with all applicable building standards.*

1. SITE PLANS - 1:200 scale @A3

1.1 SITE DETAILS

- Street names, lot number, and title reference to the site.

1.2 SITE DIMENSIONS AND BOUNDARIES

- Setback distances from the property boundaries to the proposed building and distance away from other existing buildings/structures on the property to be clearly indicated.
- The size and shape of the site including property boundaries, their dimensions, and existing buildings and structures to be clearly shown.

1.3 SURVEYS AND LEVELS

- A feature/contour survey of the property showing a datum point, contour lines (500mm intervals), spot levels, and relative levels of the site.
- The proposed Finished Floor Level (FFL) and Natural Ground Levels (NGL) to be shown.

1.4 STRUCTURAL AND ENVIRONMENTAL DETAILS

- Height and extent of proposed earthworks (if applicable).
- Location and heights of stabilized embankments or retaining walls (if applicable).

1.5 UTILITIES AND INFRASTRUCTURE

- New or existing sewer connections or septic system, stormwater drains, and easement locations.

1.6 ADDITIONAL INFORMATION

- Clearly indicate the North point.

2. FLOOR PLANS - 1:100 scale @ A3MAY APPLY)

2.1 BUILDING DIMENSIONS

- All dimensions of the proposed building(s).
- Existing and proposed Finished Floor Levels and Natural Ground Levels.
- Location and dimensions of windows and doors including type, direction of opening, and detailed schedule.
- Ridge heights and pitch, ceiling heights, external wall heights.

2.2 ROOM AND FACILITY LOCATIONS

- Room names and locations of all minimum facilities (e.g., kitchen, bathroom, sanitary compartment, laundry).
- Location of floor waste in wet areas (laundry, bathroom, sanitary facility).
- Location of smoke detectors and mechanical ventilation locations.

2.3 STRUCTURAL AND MATERIAL DETAILS

- Ridge, valley, eaves line, downpipe locations, stormwater management details.
- Types of material used.
- Location of major beams and posts

3. ELEVATIONS - 1:100 scale @ A3	
• Natural Ground Level (NGL) and Finished Floor Levels (FFL). • Ridge height and pitch, ceiling heights, external wall heights, and retaining heights (if applicable). • Locations and dimensions of doors and windows including direction of opening and detailed schedule. • Types of materials used	
4. CROSS SECTIONS - 1:50 scale @ A3	
• Finished Floor Levels and Natural Ground Levels. • Type of subfloor structure (e.g., concrete footing and slab, mono-slab footing and/or floor frame). • Footings, slab, walls, eaves, roof, insulation cross-sections. • Roof and wall structure details including bracing details. • Type of roof structure (e.g., steel truss, timber truss, pitched) including engineering certification, etc. • All other relevant construction details	
5. ELECTRICAL	
• Electrical layout plan including locations of all lights, smoke detectors, extraction fans, switch boards and any off-grid systems (if applicable) including battery and invertor type, make and model.	
6. SOIL ASSESSMENT AND WIND RATING	
• AS2870 Geotechnical soil assessment (or soil classification report from structural engineer) • AS4055 Wind rating	
7. SPECIFICATION	
• A copy of a detailed specification must be submitted (if applicable). • All additional information not depicted on the drawings, but necessary to demonstrate that the building, if constructed according to all required specifications, will comply with the Building Code of Australia provisions.	

8. TERMITE MANAGEMENT	
• Details of termite management (physical and/or chemical)	
9. BAL CONSTRUCTION SCHEDULE	
• If your build is located within a Bushfire Prone Area and requires a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.	
11. COPIES OF ANY CONSENT TO ADVERSLEY AFFECT OR ACCESS ADJOINING LAND	
• **BA20 Form** - Notice and request for consent to encroach or adversely affect. BA20 – Notice and request for consent to encroach or adversely affect • **BA20A Form** - Notice and request for consent (response notice): Protection structures, party walls, removal of fences, access to land. BA20A – Notice and request for consent Protection structures, party walls, removal of fences, access to land	
12. PROPOSED ALTERNATE SOLUTIONS TO BCA PERFORMANCE REQUIREMENTS	
• Performance Solution Report(s) by the relevant suitably qualified professional.	
IMPORTANT INFORMATION – BUILDING PERMIT APPLICATIONS	
Planning Approval must be obtained prior to lodging a Building Permit application. Applications submitted without the necessary Planning Approval will be refused. It is the applicant's responsibility to secure an approved Building Permit before commencing any building works, including earthworks and site clearing. Undertaking building work without the required permits and approvals may result in penalties and prosecution under the Building Act 2011 and Building Regulations 2012.	

4. Information Sheet – Class 10b Structures - Decking

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

What is Decking?

Decking refers to a raised outdoor platform, constructed from timber, steel and / or composite materials. It can be either attached to a building or freestanding, raised or at ground level.

Do I Need a Building Permit?

Yes, a Building Permit is required for all decking construction.

Fees & Levies

BA1 (Certified)	0.19% of estimated value (min $121.00)
BA2 (Uncertified)	0.32% of estimated value (min $121.00)
Building Services Levy	0.137% of value (min $61.65)
Construction Training Fund (>$20,000)	0.2% of estimated construction value

All fees must be paid before a Building Permit is issued. Projects over $20,000 must be completed by a registered builder or approved owner-builder.

APPLICATION CHECKLIST

To apply for a Building Permit, the following documentation is required.

1. Form BA1 (Certified) or BA2 (Uncertified), signed by all owners
2. Accurate estimated construction value (incl. GST)
3. Builder's details (must be registered for works >$20,000)
4. CTF Levy form or payment receipt (if >$20,000)
5. Application fee + all applicable State levies
6. Owner-Builder approval (if applicable)
7. Planning/development approval (if required)
8. BAL report and certificate (if applicable)
9. Geotechnical report or engineer-certified site classification
10. Required plans and engineering as detailed below

Required Plans and Engineering

Site Plan (1:200 scale)	Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.
Elevations (min. scale 1:100	Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch. Decks which are greater than 1m above the NGL below, require a compliant barrier to prevent falls.
Structural Engineering Signed by a registered structural engineer. Drawings or certification letter must include both the company and the individual engineers' details, registration number and signature.	Stump and footing details Schedule of materials, member sizes and spans, connection details, hardware/fixings, compliance with BCA/ NCC and Australian Standards. Structural engineers' certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, earthquake hazard indicator.

5. Information Sheet – Class 10a structures - Patios Verandas Carports Pergolas and Shade Sails

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

Do I need a Building Permit?

For more information, refer to Building Regulations 2012, Schedule 4 for buildings and structures which do not require a Building Permit.

Carports, Patios, Verandas

Attached structures: Always require a Building Permit.

Freestanding structures: May be exempt *only if all the following apply*:

- No more than 2.4m high
- Located outside wind regions C or D as defined in AS1170.2 (the Shire is in wind region A)
- Total area not exceeding 10m²

Pergolas / Shade Sails

Maybe exempt *only all of the following apply:*

- No more than 2.4m in height
- Located outside wind regions C or D as defined in AS1170.2 (the Shire is in wind region A)
- Total area not exceeding 20m²

Fees & Levies

BA1 (Certified) 0.19% of estimated value (min $121.00)

BA2 (Uncertified) 0.32% of estimated value (min $121.00)

Building Services Levy 0.137% of value (min $61.65)

Construction Training Fund (>$20,000) 0.2% of estimated construction value

All fees must be paid before a Building Permit is issued. Projects over $20,000 must be completed by a registered builder or approved owner-builder.

APPLICATION CHECKLIST

To apply for a Building Permit, the following documentation is required.

1. Form BA1 (Certified) or BA2 (Uncertified), signed by all owners
2. Accurate estimated construction value (incl. GST)
3. Builder's details (must be registered for works >$20,000)
4. CTF Levy form or payment receipt (if >$20,000)
5. Application fee + all applicable State levies
6. Owner-Builder approval (if applicable)
7. Planning/development approval (if required)
8. BAL report and certificate (if applicable)
9. Geotechnical report or engineer-certified site classification
10. Required plans and engineering as detailed below

Required Plans and Engineering

Site Plan (1:200 scale)	Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.
Elevations (min. scale 1:100	Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch
Structural Engineering Signed by a registered structural engineer. Drawings or letters of certification must include both the company and the individual engineers' details, registration number and signature.	Slab and footing details - Concrete specification, type and depth of footing, reinforcement details, slab thickness, waterproof membrane location. Schedule of materials, member sizes and spans, connection details, hardware/fixings, compliance with BCA/ NCC and Australian Standards. Structural engineers' certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, and earthquake hazard indicator.

EXAMPLES OF REQUIRED PLANS

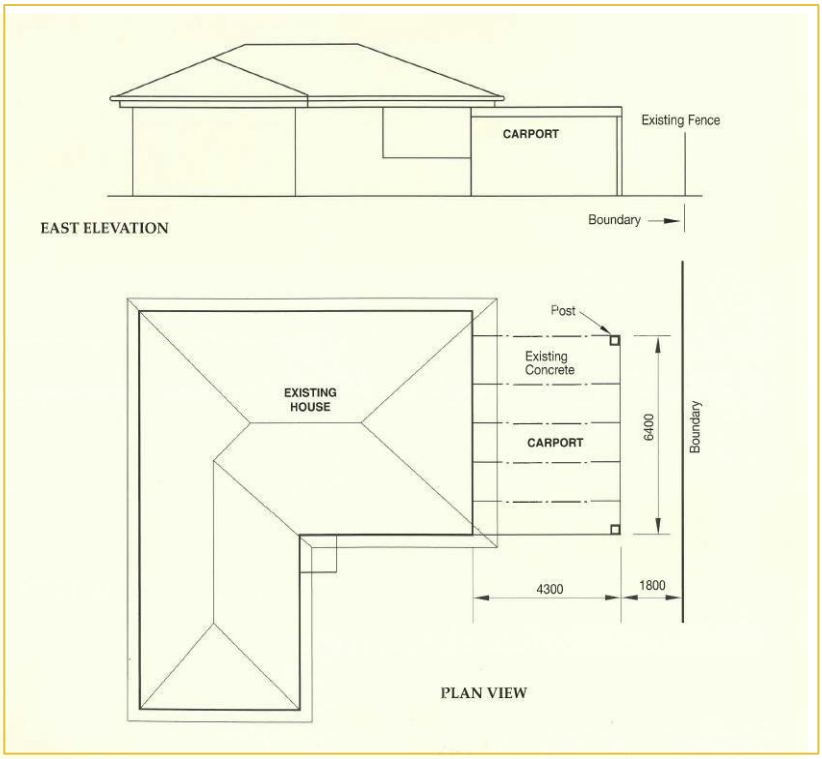


Figure 1 - Example of Elevation,

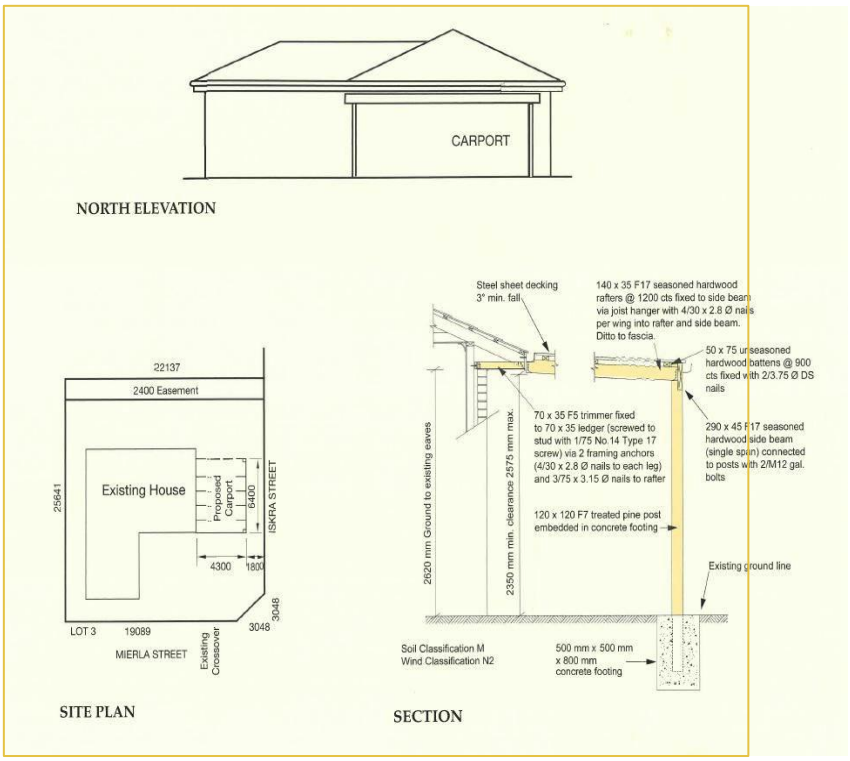


Figure 2 - Example of Structural Details, Elevation and Site Plan

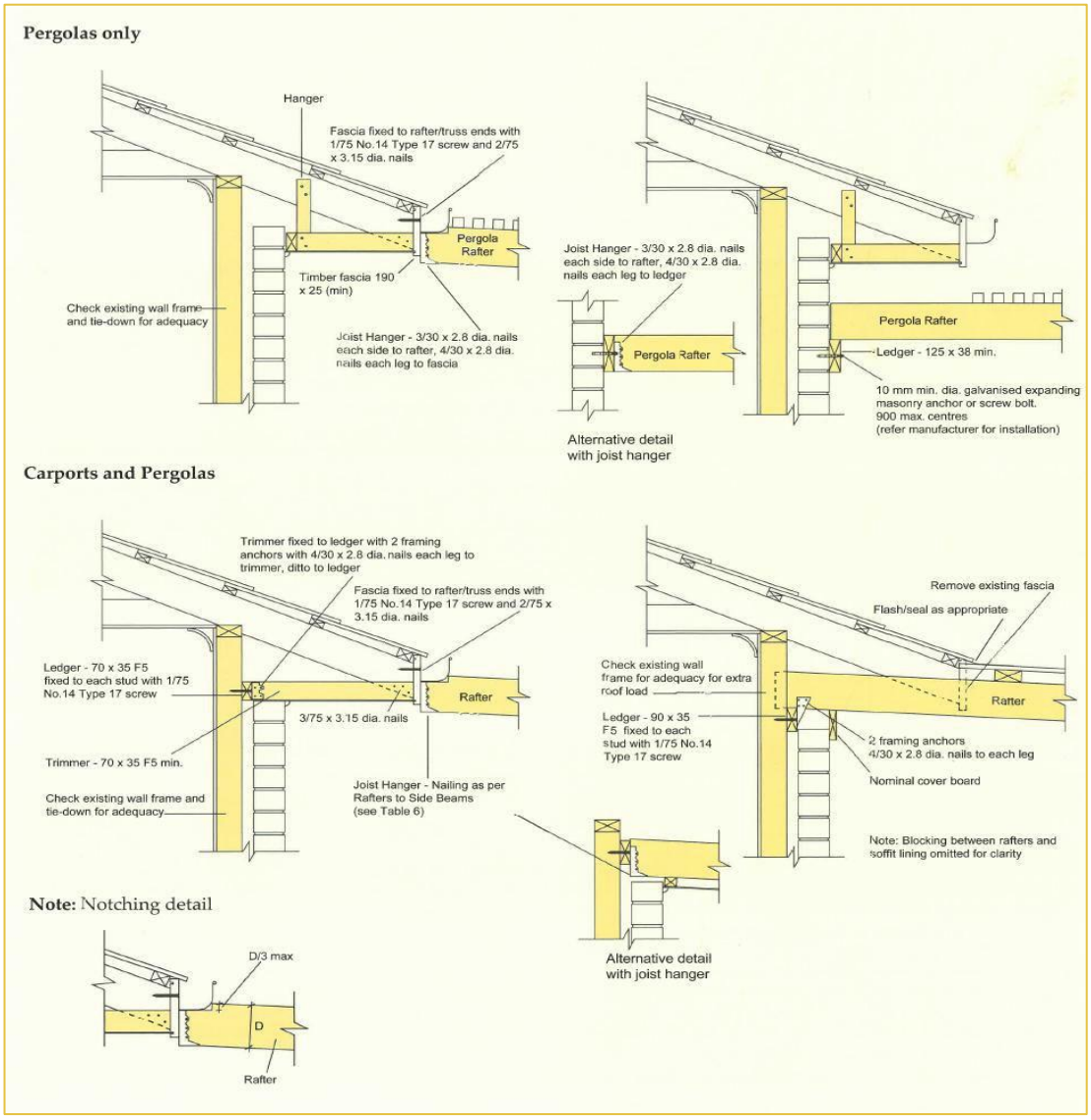


Figure 3 - Example of structural details for attached structures

6. Information Sheet – Class 10a Retaining Walls Fencing

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

Do I Need a Building Permit?

A building permit is required for the following –

- Retaining walls which retain more than 500mm of soil
- Retaining walls which form part of other building works (e.g. house site preparation) or which support another structure or physical load
- Retaining walls which encroach or affects adjoining land
- Masonry walls / fences exceeding 750mm in height
- Non masonry fences exceeding 1.8m in height
- Fences which are considered a barrier to prevent falls, a barrier to prevent falls is required when the finished floor level or natural ground level below a trafficable surface is 1m or greater

Fees & Levies

BA1 (Certified)	0.19% of estimated value (min $121.00)
BA2 (Uncertified)	0.32% of estimated value (min $121.00)
Building Services Levy	0.137% of value (min $61.65)
Construction Training Fund (>$20,000)	0.2% of estimated construction value

All fees must be paid before a Building Permit is issued. Projects over $20,000 must be completed by a registered builder or approved owner-builder.

APPLICATION CHECKLIST

To apply for a Building Permit, the following documentation is required.

1. Form BA1 (Certified) or BA2 (Uncertified), signed by all owners
2. Accurate estimated construction value (incl. GST)
3. CTF Levy form or payment receipt (if >$20,000)
4. Application fee + all applicable State levies
5. Planning/development approval (if required)
6. Required plans and engineering as detailed below

Required Plans and Engineering

Site Plan (1:200 scale)	Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.
Elevations (min. scale 1:100	Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch. Decks which are greater than 1m above the NGL below, require a compliant barrier to prevent falls.
Structural Engineering Signed by a registered structural engineer. Drawings or letters of certification must include both the company and the individual engineers' details, registration number and signature.	Design of footings, compaction requirements, pier details and other site-specific details where required. Structural engineers' certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, and earthquake hazard indicator.

7. Information Sheet – Class 10a structures – Sheds and Garages (Residential)

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

Do I Need a Building Permit?

For more information, refer to Building Regulations 2012, Schedule 4 for buildings and structures which do not require a Building Permit.

Sheds & Garages

Freestanding structures: May be exempt only if all the following apply:

- No more than 2.4m high
- Located outside wind regions C or D as defined in AS1170.2 (the Shire is located in wind region A)
- Total area not exceeding 10m²

What can I use my shed or garage for?

A shed is approved as a "non-habitable" structure and may be used for storage of vehicles, household items or other similar purposes. A shed is not designed or approved as a "habitable" building and cannot be lived in.

If you are planning to use the space as a study, games room, studio or other where the building will be frequented often or for prolonged periods of time, this is not considered a non-habitable structure.

Fees & levies

BA1 (Certified) 0.19% of estimated value (min $121.00)

BA2 (Uncertified) 0.32% of estimated value (min $121.00)

Building Services Levy 0.137% of value (min $61.65)

Construction Training Fund (>$20,000) 0.2% of estimated construction value

All fees must be paid before a Building Permit is issued. Projects over $20,000 must be completed by a registered builder or approved owner-builder.

APPLICATION CHECKLIST

To apply for a Building Permit, the following documentation is required.

1. Form BA1 (Certified) or BA2 (Uncertified), signed by all owners
2. Accurate estimated construction value (incl. GST)
3. Builder's details (must be registered for works >$20,000)
4. CTF Levy form or payment receipt (if >$20,000)
5. Application fee + all applicable State levies
6. Owner-Builder approval (if applicable)
7. Planning/development approval (if required)
8. BAL report and certificate (if applicable)
9. Geotechnical report or engineer-certified site classification
10. Required plans and engineering as detailed below

Required Plans and Engineering

Site Plan (1:200 scale)	Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.
Elevations (min. scale 1:100	Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch
Structural Engineering Signed by a registered structural engineer. Drawings or letters of certification must include both the company and the individual engineers' details, registration number and signature.	Slab and footing details - Concrete specification, type and depth of footing, reinforcement details, slab thickness, waterproof membrane location. Schedule of materials, member sizes and spans, connection details, hardware/fixings, compliance with BCA/ NCC and Australian Standards. Structural engineers' certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, and earthquake hazard indicator.

8. Information Sheet – Class 10a structures – Swimming Pools and Spas

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

General Requirements

Swimming pools and spas are a popular feature in many WA homes but ownership comes with strict legal obligations. Under the Building Regulations 2012, any private swimming pool or spa capable of holding 300mm or more of water must be enclosed by a complaint safety barrier in accordance with AS1926.1-2012.

This includes:

- In ground, above ground and portable pools or spas
- Prefabricated, inflatable and fibreglass pools
- Concrete pools, precast or in ground

Pool owners (and occupiers) are legally responsible for ensuring the barrier remains compliant at all times.

Do I need a Building Permit?

Yes, a Building Permit is always required for a swimming pool and the plans for a swimming pool must contain details of a compliant barrier in accordance with AS1926.1-2012.

Please refer to the Rules for Pools and Spas document on the WA.gov.au website for all of the information on how to design and maintain a compliant swimming pool barrier.

Fees & levies

BA1 (Certified)	0.19% of estimated value (min $121.00)
BA2 (Uncertified)	0.32% of estimated value (min $121.00)
Building Services Levy	0.137% of value (min $61.65)
Construction Training Fund (>$20,000)	0.2% of estimated construction value

All fees must be paid before a Building Permit is issued. Projects over $20,000 must be completed by a registered builder or approved owner-builder.

APPLICATION CHECKLIST

To apply for a Building Permit, the following documentation is required.

1. Form BA1 (Certified) or BA2 (Uncertified), signed by all owners
2. Accurate estimated construction value (incl. GST)
3. Builder's details (must be registered for works >$20,000)
4. CTF Levy form or payment receipt (if >$20,000)
5. Application fee + all applicable State levies
6. Planning/development approval (if required)
7. Geotechnical report or engineer-certified site classification
8. Required plans and engineering as detailed below

REQUIRED PLANS AND ENGINEERING

Site Plan (1:200 scale)	Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.
Elevations (min. scale 1:100	Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch. Decks which are greater than 1m above the NGL below, require a compliant barrier to prevent falls.
Fencing / Barrier Design	Must show the location of the barrier and gate, details of the type of barrier (e.g. aluminium fencing, glass fencing), location of any openings coming into the pool area including windows from an existing house which would need to be modified to comply with AS1926-2012 and details of compliant non climbable zones (NCZ) 1 – 5.
Structural Engineering Signed by a registered structural engineer. Drawings or letters of certification must include both the company and the individual engineers' details, registration number and signature.	Schedule of materials and construction details as required to demonstrate compliance with BCA/ NCC and Australian Standards. Structural engineers' certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, and earthquake hazard indicator.

9. Submit your Application for a Building Permit

1. Lodge the appropriate **Application for a Building Permit** form and provide all the necessary plans, documents and permits to the Shire of Goomalling via email, surface mail or in person:
    a. Email: goshire@goomalling.wa.gov.au

    b. In person: Administration Building
    Shire of Goomalling
    32 Quinlan Street
    Goomalling WA 6460

    c. Mail: Shire of Goomalling
    PO Box 118
    Goomalling WA 6460
2. On receipt of your invoice remit payment of fees and charges.

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.

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 with 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.

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.

10. Provide a Notice of Completion when you 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.**

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.

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.

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.wa.gov.au/organisation/building-and-energy/building-or-renovating-your-home