

## Information to assist clients in obtaining approval without delay.

Contact the Building Department on 9158 9359 for further information

Welcome to the first of our quarterly newsletters from the Development Services Unit (formerly Building) at the Town of Port Hedland. The purpose of this newsletter is to keep you up to date and ensure we offer a great service.

The Town's checklists have been developed against the relevant legislation regarding the making of an application and the granting of a permit. They have been updated as of March 2014 and are available on our website at [Town of Port Hedland - Lodging an Application – Forms and Fees](#). The completed checklist must accompany your application.

We have recently reviewed the submission of Building applications and have identified a number of items that are regularly omitted and therefore cause delays.

### ***Applications for Certified Building Permits - New process to ensure requirements are met:***

1. The Town has updated the BA1 checklist for certified building permits to minimise delays. Please see attached and remember your application will process in a timely manner where all information has been provided.
2. All buildings and structures to be approved must be listed on the CDC and included on the Building Permit application form. Any buildings and structures not listed will not be considered as part of the Permit approval.
3. The checklist now requires a statutory declaration in relation to requirements for Planning approval, work affecting other land etc. The document is attached and can also be located on our Building Services webpage at [Town of Port Hedland - Lodging an Application – Forms and Fees](#) under 'Information Sheets'
4. Referral of plans to the FES Commissioner is required at least 15 days before signing a Certificate of Design Compliance for a class 2-9 unless exempt by the *Building Regulations 2012*. ***Where FES referral is required but has not been carried out prior to the issuing of a CDC, the application for Permit may be refused.***

### ***Application for Certified Building Permit:***

1. The following items ensure the permit is consistent and accurate:
  - a. All documents listed on the CDC have been provided with the application for permit and those documents have the correct dates, reference and revision numbers.
  - b. A full description of works to be approved is detailed on the application form and is to be consistent with that described on the CDC eg. Dwelling, Carport & Fence OR Workshop & Office.
  - c. All relevant boxes have been ticked in the section 'Nature of Building Work'.

- d. A correct value of works has been entered. Include all buildings and structures to be approved.
- e. The correct floor area to be created has been entered on the application form.
- f. The application form has been completed in full and signed by the relevant persons.
- g. A BCITF levy form is included with your application, where applicable.

***Certificates of Design Compliance (Accompanying a Certified Building Permit):***

1. The following items ensure there is no confusion as to what has been certified and that the Town's records are accurate:
  - a. It is important that all the certified structures are included in the description of the building eg. Dwelling, Carport & Fence.
  - b. Similarly it is important to include all classes of structures which have been certified eg. 1a, 10a & 10b.
  - c. A fence in this cyclonic area requires a building permit and must be included on the CDC with the applicable engineer approved plans if an approval for permit is to include the fencing.
2. Ensure any buildings that require referral to the FES commissioner pursuant to *Building Regulations 2012* r.18B have been referred and any relevant information has been included in section 6 of the CDC. *Please Note: that a building having a Total Floor Area of more than 500m<sup>2</sup> requires referral whether compartmented or not.*
3. On the plans, the floor area of each class is to be provided including mezzanine floors.

***Completion of Work:***

1. Notice of Completion - The responsible person in relation to a permit must, within 7 days of completion of the work, give a notice of completion including any required information to the permit authority. The notice must be on the Building Commissions approved form. Penalties may apply.
2. Mandatory pool inspections – All swimming pools and spas require a mandatory final inspection prior to use. The Town of Port Hedland will be targeting mandatory pool inspections to ensure a safe community. If you are the responsible person in relation to the permit, please submit the Notice of Completion and book the final mandatory inspection prior to use or penalties may apply.

***Compliance with Planning Conditions:***

CHECK YOUR PLANNING APPROVAL – If you have a planning approval for your proposed works check and see if any conditions of that approval require clearance prior to the application for or issue of a building approval. The building approval cannot be issued without the clearance of these conditions.

***What requires a Building Permit:***

We are in a cyclonic area which means that the majority of structures built require a building permit prior to construction. The replacement of a roof on any structure requires a building permit as it affects the structural stability and is located in a cyclonic area.

There are only a few exemptions – please contact Council for further information.