

Fact Sheet

WHEN DO I NEED A BUILDING PERMIT?

This fact sheet is intended to provide a general guide as to whether a building permit application is required to be lodged for certain types of building works. For specific details refer to the Building Act 2011 or the Building Regulations 2012.

When is a Building Permit required?

A building permit is required for building work including demolition work. This includes:-

- Construction of a building;
- Renovation, alteration, improvement or repair of a building;
- Changing a room/area from one building classification to another (for instance, converting a garage into a living area);
- Site work or changing ground levels in preparation for building work; and
- All commercial fit outs or works.

If planning approval is also needed for your development, you will need to obtain this prior to lodging your building permit application. All retrospective planning applications require a Building Approval Certificate.

What does not require a building permit?

The following specific types of building work do not require a building permit (Note: The exemptions only apply in the case of residential development):-

Renovating or maintenance work which is not structural and does not increase the floor area or change the classification of building or use, provided that the work is in accordance with the following:-

- all relevant codes and regulations and must not adversely affect the safety and health of occupants, users or the public
- must not adversely affect or encroach upon other land; and
- must not be subject to certain provisions of the Heritage Act.

You must be sure that the work i.e. removal of walls is not structural and that includes investigation, by a suitably qualified and experienced person, to ensure, for instance, that there are no roof struts or ceiling framing supported by the wall.

Fencing and Screening - Not exceeding 0.75m where of masonry construction and not exceeding 1.8m where built of timber, steel, fibre cement or similar.

Retaining Walls - Not exceeding 500mm in height nor retaining neighbouring land and not adversely affecting or encroaching upon other land.

Garden sheds - Not exceeding 10sqm in area and a height not exceeding 2.4m;

Pergolas (A pergola is an unroofed open-framed structure or covered in a water permeable material) - Not exceeding 20sqm in area and a height not exceeding 2.4m.

Solar panels - On a domestic residence, garage or shed

Solar hot water systems - on a domestic residence, garage or shed.

Water Tanks - with a capacity not exceeding 5,000 litres

Masts or antennas - Except those taller than 3.0m if not attached to a building or taller than 2.0m where attached to a building or which adversely affect the building.

Paving and landscaping or similar works - Provided that there is no change in ground levels or raised areas. Note: Planning approval may still be required for landscaping areas.

Which category does my Building Permit fall into?

Under the Building Act 2011 building permits fall into two categories:-

Category 1 - Certified Applications	Must be accompanied by a Certificate of Design Compliance, certified by a registered building surveyor. The Certificate of Design Compliance must be completed prior to the lodgement of a certified permit application. Note: Commercial buildings Classes 2 - 9 must come to the Town for assessment pre-certified.	Timeframes 10 business days (excluding Public Holidays) for the Town to assess your application. 21 calendar days for the applicant to provide further information if requested by the Town.
Category 2 - Uncertified Building Application	For this category the Town will arrange for a registered building surveyor to sign a certificate of design compliance Note: Only applies for Class 1a - single residential housing and Classes 10a and 10b - non-habitable buildings, fences, retaining or free-standing walls, swimming pools, private garages and sheds.	Timeframes 25 business days (excluding Public Holidays) for the Town to assess your application. 21 calendar days for the applicant to provide further information if requested by the Town.

For further enquiries please contact the Town's Building Services on 9347 6061.

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