



SHIRE OF DERBY/WEST KIMBERLEY

GUIDELINES FOR MAKING APPLICATION FOR PLANNING CONSENT AND / OR BUILDING LICENCES

DEVELOPMENT SERVICES
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NOTICE TO ALL APPLICANTS:

**DEMOLITION LICENCE
And
BUILDING LICENCE APPLICATIONS**

IT IS AN OFFENCE TO COMMENCE WORK WITHOUT THE APPROPRIATE LICENCE.

- Commencement of work should not be undertaken until approval has been given and the appropriate licence is collected and paid for.

DEMOLITION LICENCES:

- A demolition licence takes approximately 2 working days to process. Whilst we endeavor to process your licence as quickly as possible some delays may occur. So place your application in 'good time'.
- **The owner of the property will need to contact the Rates Officer as soon as the work begins so the bin can be retrieved otherwise rubbish charges will continue to be applied. The Rates Officer can be contacted in the Shire Administration office.**

BUILDING LICENCES:

The speed in which your building licence is issued **depends on you** supplying us with the correct documentation as mentioned in the following guidelines:

- Appropriate plans and site plan x 2
- Water Corp approval
- Engineers certificate (if required)
- Completed BCITF levy form (if required)
- Payment of Fees

APPROVAL:

- Approval time also depends on the complexity of the structure. As a result the time taken to process the application can range from 2 to 10 working days.
- If you wish someone else to collect your building licence, you must provide written authorisation.

APPLICATION GUIDELINES:

1.0 INTRODUCTION

These guidelines have been prepared to assist people making application for Planning Consent and/or Building Licences. The guidelines do not fully detail the requirements or provisions of:

- Council's Town Planning Schemes and policies;
- The Residential Planning Codes;
- The Building Code of Australia and Building Regulations; and
- Any other relevant legislation.

It is recommended that applicants discuss proposals with the Shire Planner and/or the Shire Building Surveyors prior to finalising plans and submitting a formal application.

2.0 APPROVALS

A **Planning Consent** is required before the commencement of any new use and most building work on any property within Fitzroy Crossing, Derby and Camballin including the Aboriginal communities who have a town plan. Check with the Shire Planner to find out if you need to submit a Planning Application.

A **Building Licence** must be obtained before the commencement of any new building work or alterations and additions to existing buildings.

3.0 DATE OF SUBMISSION OF APPLICATIONS FOR PLANNING APPROVAL

Where an application for Planning Consent is required to be considered by Council it should be submitted to Council's Development Services office not later than 21 days prior to the date of the next meeting of Council. Where advertising is required, allowance for this is necessary if the application is to be considered at a particular Council meeting. Council meetings are usually held on the last Thursday of each month except December (earlier) and January (no meeting).

4.0 ADVERTISING

Some proposals may be required to be advertised before Planning Consent can be issued. The advertising may take the form of signs on site and/or neighbouring landowners being informed of the proposal in writing. The normal advertising time is 21 days. Council's Planner will advise you of the requirements following receipt of your application.

5.0 APPLICATIONS

- All applications to be made on the Planning/Building application envelope.
- The owner of the land is to sign the form (DOLA is recognised as the owner for conditional purchase land until that land becomes freehold).
- You may make application for both Planning Consent and Building Licence at the same time.
- Please refer to other Council policies for further requirements for Home Occupations and transportable buildings.
- Planning Consent is required in addition to a Building Licence for most development.

Further information may sometimes be required to support some Planning Consent applications particularly major projects, changes of land use and home occupations.

6.0 PLANS AND DOCUMENTATION REQUIRED

Plans: Two (2) sets of drawings/plans must be submitted with all applications including a site plan, floor plan, elevations. Structural details and specifications (2 copies) are required for Building Licence applications.

Site Plans should include all the information shown on the example attached to this brochure. Scale to be not less than 1:200.

Floor Plans, Elevations and Structural Detail Drawings: should show the proposed use of all rooms, dimensions of all buildings, ground levels and finished floor levels, details of construction of the walls, floors and roof, details of footings and stumping and structural details (ie methods of fixing, connecting, purlin sizes etc). Scale to be not less than 1:100.

Landscaping Plans: are required for all Planning applications for Commercial, Industrial and Grouped Dwelling projects.

Specifications: for Building Licence applications should include details of materials to be used in the construction and sizes thereof together with all information not shown on drawings which is necessary for you to show Council that the building will be constructed in accordance with the provisions of the Building Code of Australia.

Structural Certification: must be submitted with all Building Licence applications. Drawings are to be certified by a Practising Structural Engineer that the building's construction complies with the following cyclone standards set down by the Building Code of Australia:

- **DERBY** - Region C - Terrain Category 2 - Wind speed 57 metres per second.
- **FITZROY CROSSING** - Region A - Terrain Category 2 - Wind speed 33 to 43 metres per second.
- **CAMBALLIN** - Region B - Terrain Category 2 - Wind speed 47 to 51 metres per second.

Water Corporation approval: Is to be obtained for **all** development works. A copy of the site plan which has been stamped by the Water Corporation needs to be submitted to this office with the application. **Contact Council for the appropriate forms**
Please be aware that this Water Corp approval does not relate to the position of property sewer access lines.

Building Construction Industry Training Fund (BCITF): If the value of construction work is \$20,000 or more, project owners are required to pay the training levy and fill out the appropriate form. **Forms are available from Council**

Home Indemnity Insurance Certification: is required to be submitted with all applications for Building Licence for residential buildings (Homeswest rental properties exempted).

Builders Registration Board Levy: This levy is payable on **all** building applications. The levy is to fund the activities of the Builders' Registration Board – Building Disputes Tribunal.

BCA Energy Efficiency Provisions: are applicable for all residential works (new and additions to) as well as to garages which are connected to a residence. Applicants can contact Council to obtain a BCA Energy Efficiency Check Sheet Part 3.12 to submit with their application.

Owner/Builders Statutory Declaration: If owner/builders are constructing a dwelling house (including transportables) or a building comprising two dwellings on ground level over the value of \$20,000, including additions thereto, an application form and fee must be made to the Builders Registration Board. **Contact Council for the appropriate form.**

Fire Brigades Board Assessment: is required for all plans except for single houses, units and outbuildings. You should submit a copy of your plans to FESA (Fire Safety Branch, FESA House, 480 Hay Street, Perth, 6000) before or at the same time as submitting your application to us.

7.0 FEES

*All cheques are to be made payable to the Shire of Derby/West Kimberley.
Construction value to be inclusive of GST.*

PLANNING FEES

Only Townsites and Communities with a 'Town Plan' are charged this fee.

Determination of development application where the establishment cost of the development is:

| | |
|--|--|
| ❖ Not more than \$50,000 | \$127 |
| ❖ More than \$50,000 but not more than \$500,000 | 0.29% of the estimated cost of development |
| ❖ More than \$500,000 but not more than \$2.5 million | \$1,450 + 0.23% for every \$1 in excess of \$500,000 |
| ❖ More than \$2.5 million but not more than \$5 million | \$6,050 + 0.19% for every \$1 in excess of \$2.5 million |
| ❖ More than \$5 million but not more than \$21.5 million | \$10,800 + 0.12% for every \$1 over \$5 million |
| ❖ More than \$21.5 million | \$30,600 |

EXTRACTIVE INDUSTRY

| | |
|---|-------|
| ❖ Determination of development application..... | \$635 |
| or \$1,270 by way of penalty if the development has commenced | |

BUILDING FEES

BUILDING LICENCE

| | |
|-------------------------------------|----------------------------------|
| ❖ Residential and Outbuildings..... | 0.31818% of construction value ^ |
| ❖ Commercial and Industrial..... | 0.1818% of construction value ^ |

^ *Minimum fee of \$85.00 per application applies.*

Or

BUILDING APPROVAL CERTIFICATE (FOR RETROSPECTIVE APPROVALS)

| | |
|-------------------------------------|------------------------------|
| ❖ Residential and Outbuildings..... | 0.7% of construction value ^ |
| ❖ Commercial and Industrial..... | 0.4% of construction value ^ |

^ *Minimum fee of \$170.00 per application applies.*

Plus

BUILDERS REGISTRATION BOARD LEVY

| | |
|----------------------------------|------|
| ❖ Levy on ALL applications | \$39 |
|----------------------------------|------|

Plus

BCITF LEVY (BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND)

| | |
|--|------------------------------|
| ❖ Cost of development less than \$20,000 | No levy |
| ❖ Cost of development \$20,000 and over | 0.2% of construction value ^ |

^ *Round amount to nearest 5c. If between 01-02c round down to 0cents, if between 03-04c round up to 5cents.*

Plus

BUILDING RUBBISH CHARGE (Derby, Communities and Camballin are not charged this fee as it will be charged when depositing the rubbish at the Waste Management Facility)

| | |
|--|-----------|
| ❖ Cost of development less than \$15,000 | No charge |
| ❖ Cost of development between \$15,001 - \$150,000 | \$44* |
| ❖ Cost of development more than \$150,000 | \$66* |
| ❖ Grouped Dwellings (per unit) | \$44* |
| ❖ Asbestos disposal >0.5m ³ | \$150 |

* *Inclusive of GST*

DEVELOPMENT BOND (Hamlet Grove, the LIA and communities are not charged the bond, nor is development on streets that do not have a kerb)

| | |
|---|-------|
| ❖ Single street frontage (multiply by number of streets that the lot is on) | \$200 |
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CHECKLIST

Summary of Information needed

THIS INFORMATION IS REQUIRED PRIOR TO THE BUILDING APPLICATION BEING PROCESSED.

APPLICATION FORM

- Property Details
- Owner Details and signature
- Builder Details and signature

PLANS AND SPECIFICATIONS (2 copies of each)

- Site Plan (Scale 1:200)
- Floor Plan (Scale 1:100)
- Elevations (Scale 1:100)
- Landscaping Plan (*Commercial, Industrial & Grouped Dwellings only*)
- Specifications
- STRUCTURAL/ENGINEER CERTIFICATION

IF APPLICABLE-

- WATER CORPORATION APPROVAL** - *Is required for all works. Application to be made directly to the Watercorp by the applicant/builder. Forms are available from Council.*
- BCITF FORM** - *Payable on all projects over \$20,000.*
- BCA ENERGY EFFICIENCY CHECK SHEET**
- HOME INDEMNITY INSURANCE CERTIFICATION**
- WRITTEN NOTIFICATION OF METHOD OF TERMITE TREATMENT**
- OWNER/BUILDER STATUTORY DECLARATION**
- FESA APPROVAL**
- SEPTIC TANK APPLICATION** - *Buildings such as new ablutions or new residences require a septic application. The Plumber to submit applications to the Shire.*
- DEMOLITION APPLICATION** - *Required if buildings are to be demolished.*
- ANY OTHER INFORMATION REQUESTED BY PLANNER OR BUILDING SURVEYOR AT PRELIMINARY MEETINGS**
- OTHER**

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Shire of Derby/West Kimberley

Application for Planning Consent

Application for Building Licence

P/C No.

B/L No.

PROPERTY DETAILS :

Lot/Reserve No House No

Street Suburb/Community

OWNER DETAILS :

Name

Address (Postal)

Phone (Wk) (Hm) (Fx)

Contact Person

Signature(s) Date

The signature of the landowner(s) is required for Planning Approval. This application will not proceed without that signature

OCCUPIER / APPLICANT :

Name

Address (Postal)

Phone (Mob) (Wk) (Hm)

(Fx) Signature Date

PLANNING CONSENT :

Existing building/land use.....

Cost of development \$ Est date of completion

Description of development / or proposed use.....

DETAILS OF BUILDING WORK :

- New building (Give details, eg residence, shop, factory, warehouse)

- Alteration/addition to existing building (Give details eg carport, bedroom, 2nd storey, toilet, etc)

Contract Value \$ Area (m²)

BUILDER DETAILS :

Builders Name

Address (Street & Postal)

..... Registration No.

Phone (Mob) (Wk) (Hm)

(Fx) Signature Date

SIGN LICENCE : *(Plans to be attached)*

Type of Sign

Position

Dimensions

..... Materials