

This information sheet aim is to help you understand the different types of applications the Shire receives, and the steps involved when assessing such applications. Different applications will require different types of plans and documentation to be included within the application.

## Building Permit - Certified (BA1)

A certified application is assessed by a private Building Surveyor Contractor prior to being received by the Shire. The Building Surveyor prepares a Certificate of Design Compliance (CBC) for the proposed works, confirming the works complies with the applicable building standards. Certified applications can be submitted for any building classification. Once lodged, the Shire has ten (10) business days to process the application. This process is much quicker and more effective.

## Building Permit – Uncertified (BA2)

Uncertified applications are those for which a Certificate of Design Compliance (CDC) is yet to be issued. This application requires the Shire to undertake the assessment of the proposed works and issue the CDC. The plans and documentation required to assess the proposed works need to be submitted to the Shire with along with the application form. Uncertified applications can only be submitted for Class 1 & 10 buildings. The Shire has twenty-five (25) business days to process the application.

## Demolition Permit (BA5)

A demolition application is required for the demolition, dismantling or removals of a building or incidental structure.

Under regulation 42 of the *Building Regulation 2012*, any Class 10 building that does not exceed 40m<sup>2</sup> may be exempt from requiring a permit.

The Shire has ten (10) business days to process this application.

## Occupancy Permit (BA9)

An occupancy application must be obtained before a building can be occupied. Only Class 2 to 9 buildings require an occupancy permit. This permit covers several different scenarios, including:

- occupying a completed new building
- changing an existing building's use or classification
- retrospectively authorising an unauthorised building; or
- temporarily occupying an incomplete building.

# Permit Types

'New Buildings' (including new building work to existing buildings) requires a Building Surveyor to prepare a Certificate of Construction Compliance (CCC) for the works, whilst 'Existing Buildings' (with no new building work) will require a Building Surveyor to prepare a Certificate of Building Compliance (CBC) for the works.

Occupancy permits are not required for existing buildings, unless the use or classification is to be changed. The Shire can determine if an occupancy permit is required for minor alterations or where a building permit is not required.

The Shire has ten (10) business days to process the application.

## **Building Approval Certificate (BA13)**

A building approval certificate is used to retrospectively approve unauthorised building works that have been completed prior to receiving a building permit. Only Class 1 & 10 buildings that don't require an Occupancy Permit, require a Building Approval Certificate.

A Building Surveyor will assess the application and prepare a Certificate of Building Compliance (CBC) for the unauthorised works, to ensure the works meeting the building standards.

The Shire has ten (10) business days to process the application.