

INTERNAL ALTERATIONS



Introduction

Owners of all types of buildings, including dwellings, commercial or industrial buildings choose, from time to time, to change the internal layout of the building by adding and/or removing walls and openings. These changes can affect the safety or health and amenity provisions of the Building Code of Australia (**BCA**).

This information sheet explains the approval process and general requirements relating to internal alterations to buildings of all types.

Definitions

An **Internal Alteration** is the alteration of any wall, floor or ceiling within a building by removing, adding or altering its size, shape or location, building up of or forming new openings in a wall.

Information and Advice

The WA Building Act 2011 requires a Building Permit be taken out for any building works, prior to commencing any work on site. The BCA, the Residential Design Codes and the Local Planning Scheme set out the minimum requirements applicable to the construction of internal works.

Is a Building Permit required to carry out internal alterations to a building?

Yes. A Building Permit is required for all internal alterations. Exceptions to this rule would be for painting, floor and wall coverings, general maintenance/repair work, electrical work and the changing of old kitchen and bathroom cabinetry for new. (Class 1a residential dwellings only).

Who submits the application?

Either the property owner or the builder can submit the application. The application form must be signed by the applicant.

What plans and specifications do I need to submit with my application for a Building Permit?

A checklist has been developed, and attached to this information sheet, as a guide to assist you in preparing the documents for the submission of a Building Permit application. The level of detail will vary, dependent upon the scope and extent of the alterations and the Class of building.

Do I need a Structural Engineers design for the internal alterations?

If you are removing internal walls or creating new openings in internal or external walls or any other structural alterations you will need to have the drawings checked and certified by a professional Structural Engineer. The Engineer needs to state on the drawings that the building has been designed to withstand Region C, Terrain Category 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 0.12.

Can I carry out internal alterations as an Owner Builder?

Yes but subject to the value of the works being less than \$20,000. If the value of the work exceed this amount then an Owner/Builder permit will first need to be obtained from the Building Services Board administered through the WA Building Commission.

Do I need a separate Planning Approval for internal alterations?

Generally, internal alterations do not require a separate Planning Approval, unless: -

- It involves a change of use in a non-residential building.
- The property is registered or subject to an order under the Heritage of Western Australia Act.

If a Planning Approval is required, please contact a Planning Officer from the Shire of Broome for further information.

Fees

Available on Shire of Broome website under the 'Building Fee's & charges" link.

Fines and Penalties

Failure to obtain a Building Permit (where applicable) for internal alterations is an offence under the WA Building Act 2011. The Shire may choose to prosecute for failure to obtain a Building Permit. The maximum penalty for this offence is \$100,000. The Shire may also serve a Notice on the owner or builder to remove the structure. If you object to the local government's order you may have a right of review to the State Administrative Tribunal.

Additional Information

For detailed advice about internal alterations, please call the Shire of Broome Building Services on 9191 3456.

Requirements Checklist Notes

- A Building Permit is required before commencing internal alterations;
- A Building Permit required for all internal alterations;
- All information detailed on the attached checklist is to be completed and submitted with the Building Permit Application.

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The Shire of Broome encourages you to seek professional advice before acting on any information contained within this document. Please contact the Shire of Broome if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.

Information Required for A Building Permit Application

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Forms

- Building Permit Application Form
- Building Construction Industry Training Fund Levy Form (BCITF)
- Application to Construct or Install an Apparatus for Effluent Disposal (only applies in un-sewered areas where a new effluent disposal unit is required).

Fees Payable

Please see your Local Shire for an update of schedule of fees.

Plans

General

One (1) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

Site Plan (minimum scale 1:200)

The site plan is to clearly indicate the following information:

- All property boundaries, boundary dimensions and existing buildings
- Position of Effluent Disposal system (unsewered areas only)
- The distance from the property boundaries to the proposed building
- North point

Floor Plan (minimum scale 1:100)

The floor plan is to clearly indicate the following information:

- All dimensions of the proposed internal works
- Room names
- Sunken areas
- Location of windows and doors showing their sizes
- Smoke detector location(s)
- Walls to be removed and proposed walls
- New openings

Elevations (scale 1:100)

Internal elevations may be required if the floor plans do not provide sufficient information showing the following information:

- Location and dimensions of doors and windows
- Height of ceiling
- Types of materials used

Cross Section View (scale 1:100)

- Type of sub floor structure (eg concrete footing and slab or frame)
- Sunken areas
- Height of ceiling
- Roof frame details
- Proposed location and type of installation

Specifications

- One (1) complete set of specifications must be submitted with your application, which includes all other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.

Termite Management

- Details of the proposed method of termite management.

Indemnity Certificate

- An original copy of the Home Indemnity Insurance Certificate is required for registered builders carrying out work from \$20,000 in value.

Structural Engineers Details

- A practicing Structural Engineer must certify your plans, details and specification. The Engineer must certify that the design of the building is suitable to withstand Region C, Terrain Category 2 cyclonic wind conditions and also a seismic activity acceleration coefficient of 1.12;
- The Engineer is required to specify whether cyclone shutters or screens are required.

PLEASE NOTE: This document is intended as a **guide only** to assist in your application