
Building Services Information Sheet

DWELLINGS & ALTERATIONS



Introduction

Dwellings are buildings used as a place of residence in residential areas. They can include single or grouped dwellings on the one property. The size and zoning of the property determines how many houses you may have on each property.

This information sheet explains the approval process and general requirements relating to dwellings and additions.

Definitions

The Residential Design Codes define a **dwelling** as a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than 6 persons who do not comprise a single family.

Information and Advice

The Western Australian Building Act 2011 requires that a Building Permit be taken out for a building, prior to commencing any work on site. The Building Code of Australia (**BCA**), the Residential Design Codes and the Local Planning Scheme set out the minimum requirements applicable to the location and construction of dwellings and additions.

Is a Building Permit required for a dwelling?

Yes. A Building Permit approval is required for all dwellings.

Who submits the application?

Either the property owner or the builder must submit the application. The applicant must sign the Building Permit application.

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.

What materials must be used to construct a dwelling?

A dwelling is to be constructed to withstand Region C, Terrain Category 2 cyclonic conditions and, as such, durable materials must be used. For a dwelling to comply with the structural requirements for cyclonic conditions, the following materials are generally used: concrete, brick, steel and timber framing, steel sheeting. Alternative durable materials may be considered also.

Do I need a Structural Engineers design for the dwelling?

Yes. You will need to have the design of the dwelling checked and certified by a professional Structural Engineer. The Engineer needs to state on the drawings (or on separate documentation) 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 and the soil type found at the location.

How do I know what my property is zoned and the density?

Please note that in some areas of the town, planning approval is required for single dwellings and for alterations, where the proposal does not comply with Council planning policy or the Residential Design Code.

If you are unsure of the zoning and density of your property, please phone the Shires Planning Officers on 9191 3456.

What is the maximum size dwelling that I can build on my property?

Dependent upon the zoning and density of the property, a site must have a certain percentage of open space on the site, not covered by buildings. The table below indicates the percentage of open space required, based on the zoning and density of the property:

R-Code	Minimum Total % of Open Site
R2	80
R2.5	80
R5	70
R10	60
R12.5	55
R15	50
R17.5	50
R20	50
R25	50
R30	45
R35	45
R40	45
R50	40
R60	40

How far from the boundary of a property can I build a dwelling or addition to a dwelling?

The setbacks from a dwelling to a boundary of a property are also determined by the zoning and density of the property in question. The following table should assist in determining the setbacks applicable to your property (See important notes, over).

R-Code	Primary Street Setback (metres)	Second Street Setback (metres)	Rear Boundary Setback (metres)	Other Boundary Setback (metres)
R2	20	10	10	10
R2.5	15	7.5	7.5	7.5
R5	12	6	6	*
R10	7.5	3	6	*
R12.5	7.5	2	6	*
R15	6	1.5	6	*
R17.5	6	1.5	*	*
R20	6	1.5	*	*

R-Code	Primary Street Setback (metres)	Second Street Setback (metres)	Rear Boundary Setback (metres)	Other Boundary Setback (metres)
R25	6	1.5	*	*
R30	4	1.5	*	*
R35	4	1.5	*	*
R40	4	1.0	*	*
R50	2	1.0	*	*
R60	2	1.0	*	*

* Refer to table below for setbacks

The setbacks indicated by a * are detailed in the table below. In general, the setbacks relate to the height of the wall, the length of the wall and whether there are any major openings in the wall. For

simplicity, the following table only includes walls up to 3.5 metres in height. For walls greater than this height, please discuss with a Shire of Broome Planning Officer.

Length of Wall	Minimum Setback
9 metres or less with no major openings	1 metre
9 metres or less with major openings	1.5 metres
More than 9 metres	1.5 metres

Important Notes

- *The Primary street setback may be reduced by 50%, subject to the prescribed setback being averaged;*
- *The side setbacks may be reduced in certain circumstances. Please contact Council's Building Service for more information, if you choose to reduce the above side boundary setbacks;*
- *Major openings are defined as an exterior window or door to a habitable room that provides substantial external means of light or view for that room;*
- *The above setbacks may be dramatically varied if the finished floor level of the dwelling exceeds 650mm above the natural ground level.*

Can I apply to vary the above setbacks from the boundary of a property?

Yes. You may apply for a 'Codes Variation' to most of the setback provisions. If you choose to apply for a codes variation, please discuss this issue with a Planning Officer of the Shire of Broome or refer to the Building Service information sheet entitled 'Variations to Building Setbacks'.

Can I build a dwelling or an addition to a dwelling as an Owner Builder?

Yes, but there are a number of restrictions that apply. Please refer to the information sheet entitled 'Owner Builders' for more information.

Do I need a separate planning approval for a dwelling?

Generally, a dwelling does not require a separate Planning Approval, unless one of the following applies:

- The dwelling is second hand;
- The dwelling is a transportable or a re-locatable dwelling;
- It is a 'Caretakers Dwelling';
- There is more than one dwelling existing or proposed on the property.
- A variation from the Residential Design Codes is proposed.

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

Fees payable

Fees are available on the Shire of Broome website under the 'Building Fee's and Charges' link.

Fines and penalties

Failure to obtain a Building Licence for a dwelling 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 building. 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 dwellings and additions, please call the Shire of Broome Building Services on 9191 3456.

Requirements Checklist Notes

- A Building Permit is required before commencing any work;

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- A Building Permit is required for all dwellings and additions;
 - 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 an application for a Building Permit

NEW DWELLINGS & ADDITIONS CHECKLIST

Forms

- Building Permit Application Form
- Building Construction Industry Training Fund Levy Form (BCITF)
- Owner Builders Permit (where applicable).
- Application to Construct or Install an Apparatus for Effluent Disposal (only applies in unsewered areas where a new effluent disposal unit is required). This application will need to be submitted to the Shire's Health Department.

Plans

General

One (1) complete set 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
- All existing and proposed levels relative to the proposed Finished Floor Level (FFL) and any existing FFL's and a Temporary Bench Mark (TBM).
- Position of effluent disposal system (unsewered areas only)
- The distance from the property boundaries to the proposed building (Setbacks)
- Height and extent of proposed earthworks
- Existing sewer and stormwater drains and/or easements
- Locations and heights of stabilised embankments (e.g. retaining wall(s))
- North point
- Verge and road features including traffic islands crossover, trees stormwater grates & services
- The existing levels along the front boundary to the area where the cross over is to be located. Corner lots must show accurate locations of road edge, pram crossings etc. Corner lots must have the tangent point (TP) clearly marked in relation to any proposed crossovers.
- Indicate all structures and/or buildings on adjoining lots within 3 metres of the lot boundary
- The proposed method to be employed, to contain stormwater within the property and dispose of it to the road. Also the method to be used to stop any stormwater discharge into neighbouring lots.

Floor Plan (minimum scale 1:100)

The floor plan is to clearly indicate the following information:

- All dimensions of the proposed building(s)
- Room names
- Sunken areas
- Location of windows and doors showing their sizes
- Smoke detector location(s) and any proposed ceiling fans or exhaust fans
- Ridge, valley, eaves line and down pipe locations

Elevations (scale 1:100)

The elevations are to clearly indicate the following information:

- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) (e.g. fixed, sliding, awning)
- Height of eaves line and ceiling
- Width of eaves
- Roof pitch
- Types of materials used

Cross Section View (scale 1:100)

- Finished ground level
- 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

Details (Scale to suite)

Specific details as appropriate, to show compliance with stair construction, sound insulation, Fire Resistance Levels, wet area requirements etc.

Specifications

- One (1) complete 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.

Energy Efficiency

- BCA 2013 VOL. 2, PART 3.12 - ENERGY EFFICIENCY REQUIREMENTS

There is some confusion regarding the new energy efficiency 'Deemed-to-Satisfy' requirements that have now been implemented to the NCC Vol.2 as of the 1st May 2012, in particular the external glazing requirements of part 3.12.2.

You can download a software program for use in MS Excel that can carry out all the required calculations to gain compliance with this section of the BCA. It can be downloaded from The Australian Building Codes Board web page at the following URL :
http://www.abcb.gov.au/go/eegeneral_p1

With regard to the required U-Value and SHGC value inputs required for this calculator we recommend that you obtain these values from the following website:
<http://www.efficientwindows.org/> (Then select window technologies / glazing types).

This will, for the time being (until further clarification is provided by the state authority), be sufficient enough to gain compliance with the glazing provisions of part 3.12.2, providing that you can achieve a green tick at the completion of the glazing calculator.

PLEASE NOTE that the glazing calculation is only one part of the requirements that must be shown to be complied with in your application. As the requirements can be complex it is strongly suggested you engage a professional Designer or Architect to assist you in this area.

The alternative to meeting the 'Deemed-to-Satisfy' provisions of Part 3.12 of the NCC Volume 2 is to submit an Energy Efficiency Assessment report from an accredited assessor certifying

the proposed building design will achieve a minimum six (6) star rating. This will still meet the 'Performance' requirements of the BCA part 3.12.

A list of accredited assessor can be gained from the Sustainable Energy Development Office of Western Australia (SEDO) ph: 9420 5642.

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 commencing from \$20,000 in value.

Structural Engineers Details

General

- 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 and the soil type found in the location;
- The Engineer is required to specify whether cyclone shutters or screens are required.

Site Report

- The Structural Engineer or Geotechnical Engineer is required to carry out site inspection/tests to determine the soil classification and determine the minimum earthworks and preparation required (not required if designed for Type M soils).

Footing and Slab Detail

The Structural Engineers details are to include:

- Concrete specifications
- Footing dimensions
- Reinforcement size and waterproof membrane and location
- Slab thickness
- Steel sizes and or all structural timber sizes as appropriate

Other Required Structural Documentation

- Roof truss manufacturer's plans and certification
- Steel wall framing plans and certification

Retaining Walls

- Structural Engineer certified drawings and specification of materials and dimensions of the wall.

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