



## **GUIDELINES FOR APPLYING FOR A BUILDING LICENCE**

### **COMMERCIAL BUILDINGS**

***NOTE: ALL COMMERCIAL BUILDING DEVELOPMENT WITHIN THE TOWN OF NARROGIN REQUIRES PLANNING APPROVAL, PRIOR TO OBTAINING A BUILDING LICENCE.***

The Town of Narrogin requires all applications for new commercial (Class 2 – 9 buildings as per the Building Code of Australia 2007) buildings, or additions to existing commercial buildings to include the following information -

- Town of Narrogin Building Licence Application form. ALL relevant sections of the form must be completed. Three copies of building plans. **All plans to be in ink.**
- Site plan at a minimum scale of 1:200, showing the distance the proposed structure will be setback from the lot boundaries and any other buildings on the lot.
- Floor plan at a minimum scale of 1:100 or showing all dimensions.
- At least two elevations at a minimum scale of 1:100 or showing all dimensions.
- Footing details. Where relevant, these shall be certified by a practising structural Engineer.
- Construction details showing materials to be used and their respective sizes, spans and spacings. **Note:** where spans of roof members exceed 6.0 metres, plans are to be verified as in accordance with the manufacturer's specifications **or** certified and signed in ink by a structural Engineer.
- A Registered Builder must undertake construction work in excess of \$20,000 in value.
- For **commercial buildings** details relating to fire safety, location of fire hydrants, location of fire hose reels and other fire fighting equipment, smoke detection, access and egress, exit signage, emergency lighting, external wall and firewall construction etc must be included in the application.
- Details addressing the Energy Efficiency requirements of the Part J of Volume 1 of the Building Code of Australia 2007 (BCA).
- Details addressing the access for persons with disability requirements of the BCA.

## **BUILDING APPLICATION FEE STRUCTURE -**

- Building Fee – **0.182% of construction cost or contract value (GST inclusive)**  
(Minimum fee = \$40)
- Builders Registration Board (BRB) Levy –  
**\$37 must be paid on all applications**
- Building and Construction Industry Training Levy Fund (BCITF) –  
**0.2% of construction cost or contract value (GST inclusive)**  
(If value of works exceeds \$20000)

## **TO MINIMISE THE TIME IN PROCESSING APPLICATIONS -**

Applications for commercial buildings with a floor area **less than 500m<sup>2</sup>** –

- Assessed as per usual practice (ie. ASAP – target 10 working days).
- Building licence granted; incorporates condition requiring the applicant to submit a copy of the plans to FESA for assessment and implement any recommendation made by FESA after assessment.
- The applicant should submit their plans to FESA at the same time as submitting plans to the Council to minimise processing time.

Applications for commercial buildings with a floor area **greater than 500m<sup>2</sup>** –

- Applicant to submit plans to FESA for assessment at same time as, or prior to, making application for building licence to Town of Narrogin – this is a requirement of regulation 11(2) of the Building Regulations 1989.
- Applicant to include within application to Town of Narrogin a signed statement to the effect that they have submitted a copy of the plans to FESA and agree to implement any recommendation made by FESA after assessment or rectify any deficiency in the fire safety compliance with the BCA of the building, within one month of structural completion of the building and prior to handover of the building (if not the owner)
- If the building is to be assessed under the Performance Based provisions of the BCA (and not the Deemed to Satisfy provisions) then the applicant must include all relevant supporting documentation (ie. alternative solutions, professional reports, fire engineered solutions) with the application to enable assessment
- Any building licence approved using this procedure will include a condition requiring implementation of any recommendation made by FESA after assessment or rectify any deficiency in the fire safety compliance with the BCA of the building after assessment

If the above-mentioned procedure is not adopted it is foreseeable that the application for building licence will take in excess of five weeks for approval. FESA have targets of 20 working days.

The applicant must also be mindful of the requirement for the *owner of the property to obtain **planning consent, PRIOR***, to commencing development on a property. A building licence for commercial building will not be issued until planning approval has been issued and relevant conditions complied with.

## **Information required in submissions to FESA for assessment against the “Deemed-to-Satisfy” fire requirements of the building code of Australia -**

**PROJECT DETAILS:** Business or project name (if applicable), address including LOT number, STREET number (if allocated), street, nearest cross street, suburb, postcode and Local Government Authority.

**PROPONENT’S DETAILS:** Name, address, phone, fax and email.

**ONE SET OF DRAWINGS** (which will be retained by FESA) to include **as applicable:**

- **SITE PLAN** (not less than 1:500) showing:
  - Street name/s, boundaries, main entry, vehicular access and north point.
  - The dimensioned position of the proposed building and clear delineation of existing buildings on the site (including floor areas and existing fire services).
  - Levels of the site relative to the street.
  - Where it is proposed to utilise street hydrants; their location and indication of how compliant coverage has been measured.
  - Retaining walls, embankments, fences, gates, electronic barriers, or other impediments to fire brigade entry onto the site or into the building.
  
- **FLOOR PLAN/S** (with dimensions and to scale not less than 1:100) showing:
  - Every storey or level, including basements and mezzanine levels.
  - Fire and smoke compartmentation. Show floor areas (& volume of fire compartments) and the fire resistance level (FRL) of firewalls and fire doors.
  - Height and layout of any storage racking.
  - Building materials used in main elements
  
- **ELEVATIONS and SECTIONS** showing:
  - Height of each level and effective building height (relative to ground level).
  
- **HYDRAULIC FIRE SERVICES** showing:
  - Details of fire hose reel and hydrant coverage and how it has been measured.
  - Water Corporation mains performance, where coverage is intended from a street hydrant or where fire tanks rely on in-fill.
  - Ring mains, isolation valves, booster assembly, pumps and tanks including hard suction connections, pump controls & indicators and access for the fire brigade. A schematic drawing is required for multi-level buildings.
  - Fire brigade vehicle access and hard-standing (bitumen/concrete paving etc)
  - Alternatives to conventional hard standing are to include full details of the extent, specification, signage and marking for the system proposed.
  - Sprinkler drawings showing water supply requirements, booster assembly, control assembly/s, pumps, drenchers and combined systems.
  
- **ELECTRICAL SERVICES:**
  - Fire detection and alarm systems, EWIS.
  - FIP/mimic panel/s and main & sub switchboard locations.
  
- **MECHANICAL SERVICES:**
  - Ductwork layout (where likely to cross fire or smoke barriers).
  - Fire and smoke dampers.
  - Roof/ceiling plans where high-level smoke venting or extraction is proposed.
  - Smoke exhaust outlet locations and exhaust fan capacities.
  - Stairwell pressurisation inlet & relief grille locations.
  
- **SPECIFICATION** (only where sufficient information of fire services is not contained on the drawings).
  
- **DANGEROUS GOODS STORAGE.**

Plans should be submitted to Fire and Emergency Services Authority at the following address –

**FESA  
BUILT ENVIRONMENT BRANCH  
PO Box P1174  
PERTH WA 6844**