



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

### **RESIDENTIAL DWELLINGS**

The Town of Narrogin requires that a building licence be issued prior to the erection of a dwelling or additions to existing dwelling, grouped dwelling or additional dwelling and the enclosing of any verandah/carport/patio/garage to convert such space to a habitable room.

The specifications and materials for proposed structures and the location and orientation thereof must comply with the requirements of the Building Code of Australia 2007 (BCA) and the Residential Design Codes 2002 (R-Codes).

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

#### **APPLICATION REQUIREMENTS -**

The Town of Narrogin requires all applications for new dwellings, or extensions and additions to include the following information -

- Town of Narrogin Building Licence Application form. ALL relevant sections of the form must be completed. Incomplete application forms will not be accepted. **All plans to be in ink.**
- Three Copies of a site plan drawn to a scale of not less than 1:200
- The site plan must be fully dimensioned and all setbacks must be indicated. The finished floor level of the dwelling and garage and/or carport must be indicated with a datum point taken from the top of the kerb at the centre of the driveway crossover.
- Three Copies of Working Drawings of the dwelling drawn to a scale of not less than 1:100, which should include -
  - a) Floor plan of every storey
  - b) Elevations (view of every face of building)
  - c) At least one sectional drawing (discretion applied)
- Standard of submitted plans – plans for single residential dwellings, or extensions to such of value in excess of \$20,000 must be drawn to **AT LEAST** a draftsman standard. Hand-drawn plans will generally not be accepted for single residential dwelling building.

- Engineering Details - two copies of engineer design footing details or details certified to be in accordance with Australian Standard (AS) 2870 - Residential Slabs and Footings – Construction. If the design of the dwelling incorporates large rooms which will require strutted beams, bulkheads, corner windows and/or large openings then additional original structural Engineers details may be required.
- Materials - two copies of specifications with a completed addendum indicating the types of materials proposed to be used.
- Termite Treatment - a certified Termite Treatment System in accordance with AS3660 must accompany submissions to the Town of Narrogin for the construction of new dwellings or additions.
- Home Indemnity Insurance – an original copy of the Home Indemnity Insurance certificate is required when making an application for a Dwelling or Dwelling Addition exceeding \$20,000 estimated construction value. Owner/Builders have special conditions regarding Home Indemnity Insurance that are identified on the Owner/Builder Statutory Declaration.
- Owner/Builder - owner/s wishing to construct a dwelling or dwelling addition as Owner/Builder exceeding \$20,000 in estimated construction value must register with the Builders Registration Board and pay the application fee of \$115.00. To do this, ALL owners must complete separate Statutory Declarations with an appropriate witness. For additional information regarding Owner/Builder please contact the Builders Registration Board on (08) 9476 1200 or [www.builders.wa.gov.au](http://www.builders.wa.gov.au)
- Energy Efficiency – all new dwellings and habitable additions to existing dwellings must comply with Part 3.12 of the Building Code of Australia 2006. A check sheet is available from the building surveyor to assist in the compliance with the requirements for Zone 4.
- Five Star Plus – Council's Building Surveyor is an ABSA Accredited Energy Assessor. This non-statutory service is NOT part of the building approvals process. This service is available in accordance with the following fee structure –
  - a) Single storey - \$330.00 (inc GST)
  - b) Double storey - \$440.00 (inc GST)
- On-site wastewater disposal – where Water Corporation Sewer is not provided an application to construct or install a system for the treatment of sewage must be submitted to, and approved by, Council's Environmental Health Officer. Fee - \$202.00

## SETBACK REQUIREMENTS FOR SINGLE DWELLINGS

For single residential dwellings the Town of Narrogin requires a front setback of **7.5m** subject to any allowances afforded by the R-Codes as per Tables 1, 2a and 2b.

An R-Code density of **R12.5** is prescribed for single residential development in the townsite.

Side and rear boundary setbacks are –

- **1.0m** for walls with no major openings and that are less than 9m in length and less than 3.5m in height.
- **1.5m or more** for walls with major openings that are more than 9m in length and above 3.5m in height.

## REQUIREMENTS FOR GROUPED DWELLINGS

*Planning approval is required for all grouped dwelling development.*

For grouped dwellings the Town of Narrogin requires a front setback of **6.0m** subject to any allowances afforded by the R-Codes as per Tables 1, 2a and 2b.

An R-Code density of **R25** is prescribed for grouped dwelling development in the townsite.

All applications for grouped dwellings must address the requirements of the R-Codes including –

- minimum lot area per dwelling
- front, side and rear building setbacks
- standard of retained dwelling where additional grouped dwelling(s) proposed
- open space provision
- site coverage and plot ratio
- privacy and overlooking of adjoining property
- vehicle access and carparking
- on-site storage facilities
- finished floor and ground levels
- retaining walls
- landscaping
- fencing

## BUILDING APPLICATION FEE STRUCTURE -

- Building Fee – **0.3182% 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)**