



## BUILDING

It's important to consult with the Shire of Derby/West Kimberley to ensure you obtain correct advice about the plans and processes you need to follow *prior* to lodging a permit application.

### Building Permits

Building permits fall into two categories:

**Category 1** - Certified Applications - must be accompanied by a Certificate of Design Compliance, certified by a registered building surveyor (in private practice). The Certificate of Design Compliance must be completed prior to the lodgement of a certified permit application.

**Category 2** - Uncertified Building Application (Class 1a - single residential housing and Classes 10a and 10b - non-habitable buildings, fences, retaining or free-standing walls, swimming pools, private garages and sheds). For this category the permit authority (Shire of Derby/West Kimberley) will arrange for a registered building surveyor to sign a certificate of design compliance.

### Other Permits

A *demolition permit* is required for any demolition work, either a full building or part of a building.

A *Building Approval Certificate* is issued when an occupancy permit is not applicable for class 1 and 10 buildings or incidental structures. It provides certainty that a building or incidental structure meets the relevant requirements. A Building Approval Certificate can also be used to retrospectively approve unauthorised work, and for registration of strata title plans.

### Owner Builders

An owner-builder approval must be obtained through the Building Services Board before you can apply for a building permit from the Shire. You will be allowed to take out a building permit once every six years. The restriction from selling as an owner-builder within three years no longer applies.

### Notice of Completion

The Building Act 2011 (for all classes of building) requires that the builder must submit a Notice of Completion within 7 days of finishing the work listed under a Permit. The purpose of this notice is to establish an end date for the Building Permit, for compliance and record keeping purposes. It also defines the date that the builder has fulfilled compliance obligations under the Building Act 2011.

### Crossovers

A crossover is the vehicular access to your property from the road. It is the section of your driveway between your property boundary and the road. Installation, maintenance and repairs of the crossover are the responsibility of the property owner and may be liable for any damage caused to the road, kerb or footpath by way of vehicle access to the property during the construction of the crossover.

All buildings and developments approved within the Shire are required to have a crossover constructed. The crossover must also be constructed to the required specifications set by council. Crossover specifications can be downloaded from our website.

