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CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

GUIDELINES FOR APPLYING FOR A BUILDING PERMIT

RESIDENTIAL DWELLING

The Shire of Narrogin requires that a Building Permit 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 into a habitable room.

The specifications, materials, location and orientation of the proposed structures must comply with the requirements of the current National Construction Code (NCC) and the Residential Design Codes (R-Codes).

NOTE: IN ADDITION TO A BUILDING PERMIT, COUNCIL'S PRIOR PLANNING CONSENT IS REQUIRED FOR THE FOLLOWING:

- A. ALL GROUP HOUSING DEVELOPMENT;
- B. AN APPLICATION THAT INVOLVES A RELAXATION OF NORMAL SETBACK REQUIREMENTS.

APPLICATION REQUIREMENTS

The Shire of Narrogin required all applications for new dwellings or extensions and additions to include the following information

1. Shire of Narrogin Application for Building Permit Envelope - **ALL** relevant sections of the form must be completed including; the signature of all owner's, builder and applicant
2. If applicable, attach a copy of the approved Planning Consent
3. Completed and signed 'Application for Building Permit – Certified' (BA1), accompanied by a 'Certificate of Design Compliance' (BA3) signed and issued by a registered Building Surveyor
4. **OR** a,
Completed and signed 'Application for Building Permit – Uncertified' (form BA2);
5. Record of Certificate of Title, including sketch of block and easements
6. Energy Efficiency Assessment and lighting calculations
7. Certificate of Home Indemnity Insurance or Cover Note is or will be provided prior to the granting of a Building Permit, only required when the estimated construction value exceeds \$20,000
8. Owner/s wishing to construct a dwelling or dwelling addition as an Owner-Builder exceeding \$20,000 in estimated construction value must get an Owner-Builder approval from the Building Commission
9. Plans to be presented to and approved by the Western Australia Water Corporation
10. Certified Termite Treatment System in accordance with AS3660
11. On-site waste water disposal (where Water Corporation Sewer in not provided) a 'Application to construct or install an apparatus for the treatment of sewage' must be submitted to, and approved by Council's Environmental Health Officer
12. BAL (Bushfire Attack Level) assessment and report if located in a Bushfire Prone Area
13. Minimum Requirements for Building Plans and Specifications
(Two copies are to be provided and drawn **IN INK** to **AT LEAST** Draftsperson standard)
 - a) Working Drawings (to a scale not less than 1:100) showing
 - A plan of every storey
 - All elevations of external fronts

- One section, transverse or longitudinal
 - Wet area layouts
 - The heights of each storey
 - Depth of foundations
 - Floor levels
 - Levels of the ground
 - Construction of the walls, floors and roofs
- b) Site plan (to a scale not less than 1:200) showing
- Street names, lot number and title reference to the site with the North point clearly marked
 - The size and shape of the site
 - The dimensioned position of the proposed new building and of any existing buildings on site
 - The relative levels of the site with respect to the street or way adjoining
 - The position and size of any existing sewers and existing storm water drains
 - The position of street trees, if any between the site and the roadway
- c) Specifications describing materials to be used in the construction and, where not indicated on the drawings, the sizes thereof
- d) Engineering design details eg. Footings, strutted beams, bulkheads, corner windows and large opening details

SETBACK REQUIREMENTS FOR SINGLE DWELLINGS

For single residential dwellings the Shire of Narrogin requires a front setback of 7.5m subject to any allowances afforded by the R-Codes.

An R-Code density of **R12.5** is prescribed for single residential developments 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 Shire of Narrogin requires a front setback of **6.0m** subject to any allowances afforded by the R-Code.

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 car parking
- On-site storage facilities
- Finished floor and ground levels
- Retaining walls
- Landscaping
- Fencing