



SHIRE OF BROOKTON

So you want to improve your property with an addition or perhaps a new shed, building or dam etc...?

Some information to introduce you to the Planning & Building processes.

Council administers a number of State Laws and has a few policies of its own that you need to be aware of. The application process can be split into "Planning Processes" and "Building and Health Processes". As Shire Officers we may refer to your property improvements as "proposals" or "applications".

Let's explain....

Planning Processes

Planning within the Shire is governed by the Shire's Town Planning Scheme. We have a Shire Planner who is available on Thursdays and Fridays, and is the person responsible for interpreting and applying the Town Planning Scheme and the various Council Policies relating to development and land use.

The Scheme sets out areas into different zones. For example, you may have heard a property being referred to as being in a "Residential Zone" or a "Farming Zone". In fact this is likely to be mentioned on your rates notice. The maximum permitted sizes of structures and required setback distances (i.e. distance from your boundary) are dependent on the zoning of your property.

In some instances setback distances may be varied. This is when your neighbour may need to be consulted, as it may affect them and their enjoyment of our great neighbourhood, now and into the future.

If your property improvement is for business purposes, or is perhaps something a little out of the ordinary, your neighbours will more than likely be given the opportunity to provide comment as part of the Planning Process.

The Town Planning Scheme requires proposals to be presented to Council at one of its monthly meetings to obtain a Council Decision.

Building and Health Processes

The Building Code of Australia and the Building Act 2011 govern building works within the Shire. The Code is designed to protect human life by stipulating minimum construction requirements.

Because the Shire of Brookton is located within a designated Earth Quake Area, additional construction requirements are required.

Health legislation is designed to reduce the potential for disease and disease spread and the potential for nuisances that may be harmful to people.

Our Building Officer and Health Officer are on contract basis through the Shire of Kalamunda and can be contacted on this number: 9257 9999.

Planning Approval does not automatically mean that you have approval to start your new project.

The Planning Process always comes first.

The Planning Process provides approval for your “land use” while the Building and Health Processes provide you with “construction approval”.

The Application Process

When we receive a planning or building application from you, our officers assess your proposal. During the assessment, our officers consider what it is you are proposing, what rules are in place to enable us to approve you to carry it out and the effect that it may have on our community.

Some of these assessments may require further information from you and may involve input from people who may be affected. If your proposal is outside what our officers can approve under their Delegated Authority, your proposal will need to be presented to a Council Meeting for their consideration.

If your proposal requires Council Approval, these approvals often include conditions that you must abide by. Read these carefully and if you have any questions, please contact the relevant officer. If you decide to change your proposal in any way, you need to tell us so we can amend your approval accordingly. Depending on the degree of the change, this may need further Council Approval.

Who can apply for a Planning Approval?

Anyone may apply for a Planning Approval. Council’s application form requires the owners’ details and their signature. The person who applies is the person whom our officers will discuss the proposal with.

Who can carry out building works?

Building Work up to the Value of \$20,000 can be undertaken by non-registered building service providers. This value includes the cost of materials, site works and labour.

For building works more than \$20,000 State Laws require the person doing the works to be a Registered Service Provider.

Owner-Builder work can be undertaken for projects above \$20,000 however approval from the Building Commission will be required before a building permit is issued.

The Building Act 2011 does allow non-registered Builders to build farm buildings worth more than \$20,000.

Farm buildings are buildings that are constructed on land used primarily for agricultural purposes and the buildings themselves are going to be used for agricultural purposes. Often a statutory declaration is required to state the proposed use of the building. It is recommended anyone proposing to undertake a large project to check with their insurance provider to ensure that

the building and the materials that you store in it, if built by a non-registered person, will be insured.

What to include in your application?

The level of detail that you need to provide depends on what it is that you are proposing. Please contact either the Shire Planner or Building Officer to discuss your proposal further.

How long do these processes take?

As our officers are not full time at the Shire, the process may take longer than you think.

As a guide, if your proposal requires to be presented to a Council Meeting, it may take between 30 and 60 days to obtain your Planning, or "land use", Approval. This depends on what it is that you are proposing and whether your neighbours are required to be given the opportunity to provide comment.

For your Building Permit Application, please allow up to 25 days for an uncertified or 10 days for a certified application to be processed. If your application is incomplete, the time it takes to obtain an approval will depend on your response to a request for further information.

Questions?

Our Officers are more than happy to discuss your proposal with you. Please do not hesitate to contact the Shire Planner on Thursdays or Fridays on 9642 1106, or the Building Officer or Environmental Health Officer on 9257 9999.

If you would like to discuss your proposal in person, please contact them to make an appointment, so that they can make sure that they have all the information to assist you.

This document is intended to provide an overview. We welcome any feedback.