

## **CITY OF KWINANA**

### **BUILDING PERMIT APPLICATION**

#### **TERMS AND CONDITIONS**

##### **1 TERMS OF APPOINTMENT**

By signing the application form for a building permit the owner is appointing the City of Kwinana – Building Services (or the delegated officer) as the Relevant Permit Authority for the proposed work.

The building permit issued will be an assessment of the drawings and documentation for compliance with the Building Act and Regulations and not the serviceability, quality or functionality of the work.

This appointment is limited to ensuring the work carried out complies with the relevant Act and Regulations that are applicable at the time of lodgement.

##### **2 SERVICES INCLUDED IN THE BUILDING PERMIT APPLICATION FEE**

- Application for building permit assessed with one (1) further information request letter.
- Performing Mandatory inspections where applicable (A number of inspections are allowed for in the permit fee).
- Issuing or Refusal of the Building Permit

##### **3 SERVICES NOT INCLUDED IN THE BUILDING PERMIT APPLICATION FEE THAT INCUR AN ADDITIONAL FEE**

- Additional assessments of an application for a building permit where two (2) or more further information request letters are required.
- Obtaining property information, title downloads, legal point of discharge advice or town planning advice statements or other information on the applicants behalf.
- Providing comments in relation to an application for a modification to additional authorities.
- Briefings and assessments of alternative performance based solutions.
- Making any applications or comments for prescribed reporting authorities

- Performing additional inspections (requested or required) that are not included in the application fee.
- Assessing an application to extend, amend or vary a building permit.
- Carrying out assessments and/or inspections on lapsed building permit applications or lapsed building permits.
- Any work in relation to issuing a Building Notice, Building Order, issuing a Cancellation of a Building Order or referring a Building Order to the Building Commission of Western Australia or the State Administrative Tribunal of WA.
- Carrying out any additional services not otherwise provided for in clause 2 (whether requested or required).

Note: Additional inspection fee costs are a set fee, all other fees are generally based on an hourly rate and available upon request.

#### **4 APPLICANT / BUILDER / OWNERS WARRANTIES AND OBLIGATIONS**

The applicant/builder/owner warrants:

- The accuracy and completeness of all information given to the Permit Authority.
- That the Permit Authority when carrying out the Services acts with the applicant/builder/owner's authority.
- To comply with the Building Permit and any conditions that form part of the Building Permit.
- To arrange all inspections stages where applicable are to be inspected and approved by the Permit Authority (or the appointed Building Surveyor) before proceeding with works past the notification stage.
- To not occupy or use the building unless the Occupancy Permit has been issued for the works.
- The pay the fees in accordance with this Agreement.

#### **5. BUILDING PERMIT APPLICATIONS**

- The Applicant/Builder/Owner must provide all documents to show compliance with the Building Act 2011, Building Regulations 2012 as amended and/or as directed by the Permit Authority to enable the Building Permit to be issued.
- The Building Permit application fee, government levy and any other associated fee's must be paid at the time of application.
- The Permit Authority will assess the application in accordance with the Building Act 2011, Building Regulations 2012 as amended and the deemed to satisfy provisions of

the NCC. On completion of the assessment the Permit Authority may either: request further information from the applicant, issue a building permit with or without conditions; or refuse to issue a building permit.

- If an application for a building permit is refused by the Permit Authority the owner may make a further application for a building permit; fees will apply as for a new application.
- The applicant/builder/owner may lodge an application requesting a building permit be varied and/or extended by the Permit Authority; applications must be completed on the approved form, include all documents required under the Building Act 2011 and the Building Regulations 2012 as amended or requested by the Permit Authority and be accompanied by the required fee's.

## **6. INSPECTIONS**

- The inspections stages, where applicable will be specified by the Permit Authority on the Building Permit; these must be inspected and approved in writing before works proceed past the notification stage.
- The applicant/builder/owner is responsible to arrange the inspections and obtain the inspection stage approval where applicable.
- The applicant/builder/owner must provide a minimum of 24 hours' notice for inspections where applicable.
- Inspections will be carried out to the minimum required to ensure compliance with the Building Act 2011 and Building Regulations 2012 as amended and not to supervise or check quality control of the work. It is the responsibility of the builder to construct the building fully in accordance with the approved permit documents.
- The inspections, where applicable, are carried out during business hours; extra fees apply for inspections requested out of hours, on weekends or on public holidays; which are only available by arrangement and approval from the Permit Authority.
- Additional inspections may be requested by the applicant/builder/owner in relation to non-mandatory inspections; these are available on application at an additional and cost only available by arrangement and approval from the Permit Authority.

For any further advice or assistance please contact the City's Building Services on 9439 0472 or via [building@kwinana.wa.gov.au](mailto:building@kwinana.wa.gov.au)