



## Shire of Jerramungup

### Development Approval Process Info Sheet

The below information is a step-by-step guide explaining what you need to do to get the correct approvals and permits if you decide to develop your land.

Developing your land can include but is not limited to:

- Building a house, shed, patio, retaining wall, caravan park home/annexe etc.;
- Alterations to or extensions of an existing building/structure;
- Demolition of an existing building/structure or parts thereof;
- Construction of crossovers

Although exemptions do apply, a majority of development within the Shire of Jerramungup needs to go through the following approval process:



This info sheet will lead you through each individual stage and provide you with detailed information about how to apply for and achieve a development approval.

All application forms, checklists and information about fees/charges mentioned in this document can be obtained either from our Shire Offices located at Jerramungup or Bremer Bay, or online at [www.jerramungup.wa.gov.au](http://www.jerramungup.wa.gov.au).

## 1. Planning Approval

### Stage 1:

The planning stage is where it is decided whether or not the development is appropriate for the proposed location. The Shire of Jerramungup works within a planning framework guided by the Planning and Development Act 2005. All applications are assessed against the local planning scheme and adopted policies

Therefore, it is extremely important to contact the Shire's Town Planner early in your design process and explain your development proposal.

Some straight-forward development is exempt from planning approval.

### **Preliminary consideration**

To decide on whether planning approval will be required, the following things will be considered:

- a) What is proposed.
- b) Where your development will be located on your block of land.
- c) What it will look like.
- d) Where it will sit in relation to other buildings/structures on your land and your neighbours' land.
- e) Will there be overshadowing or overlooking issues (setbacks from boundaries etc.)
- f) How much private open area will you have.

All those aspects can be easily displayed in a simple site plan, which you can draw up yourself.

Once the Shire's Town Planner has reviewed/considered your development concept, they will either ask you to hand in a planning application or provide you with a written certification that the proposed development is exempt from planning/building approval.

If no planning approval is required, you can continue on to stage 2.

### **Formal Planning Application**

If you have been advised to submit an **Application for Planning Approval**, you will need to fill in an application form.

With your application form you will also be required to provide the Shire with:

- site plan
- floor plan
- elevations
- description of what is proposed

These plans show the location of your proposed development and all existing structures on your land as well as distances to your boundaries. Ideally they are prepared with assistance from a draftsman.

Once you have returned the completed planning application form accompanied by your plans, supporting information and paid the planning approval fees, your application will be assessed and a decision will be made. Once planning approval has been issued, you are able to continue to stage 2.

## 2. Building Approval

### Stage 2:

The planning approval stage has been completed- so what happens now?

Depending on what type of development you intend to do, there are three different categories of permits:

1. Building Permits
2. Demolition Permits
3. Crossover Permits

To comply with current legislation it is mandatory that you get a building permit/demolition permit before you start any work.

**Penalties apply for failing to obtain a building/demolition permit before commencing building/demolition work.**

The Shire of Jerramungup's Crossover Policy requires you to obtain a Crossover Permit before commencing any crossover constructions.

## 2.1 Building Permit

If you intend to build on your property, you must ensure you obtain a building permit prior to commencing any building works.

During the building permit stage, the Shire of Jerramungup assesses the structural aspects of your proposed development.

Therefore, you are required to obtain both a Certificate of Design Compliance (CDC) and a Building Permit (BP).

To do this, you have two options:

- a) You can lodge an **Application for Building Permit- Certified (BA1 form)**. This means that your plans and specifications of the proposed building have been assessed by a registered, private building surveyor and he has issued you with a CDC. You will need to submit this CDC with your BP application to the Shire.
- b) You can lodge an **Application for Building Permit- Uncertified (BA2 form)**. This means your plans and specifications will be assessed by the Shire's building surveyor. If the proposed structure complies with the applicable building standards, the Shire's building surveyor will issue you with a CDC at the same time as your BP is issued.

Either way, your application form needs to be accompanied by documents including:

- Certificate of Title
- Floor plan
- Engineered structure plans

and various other documents, depending on the type of building, as outlined in the **Building Application Checklist**.

Once you have submitted all necessary forms and information (see checklist) and paid all associated fees to the Shire, the builder, as identified in your application, may be issued with a building permit.

When a building permit has been received, you can start construction work.

## 2.2 Demolition Permit

If you plan to demolish a building or parts of a building/structure, you must obtain a demolition permit prior to commencing any demolition works.

To apply for a demolition permit, you will be required to submit a completed **Application for Demolition Permit (BA5)** form and provide the Shire with site plans clearly identifying the buildings to be demolished/ structures being retained.

You may need to provide additional information with your application as outlined in the **Demolition Application Checklist**.

Once you have submitted all necessary forms and information (see checklist) and paid all associated fees to the Shire, the demolition contractor, as identified in your application, may be issued with a demolition permit.

As soon as the demolition permit has been received, you can start on the demolition works.

## 2.3 Crossover Permit

If you intend to construct a vehicle crossover (the crossover is the part of the driveway from the kerb line to your property and can consist of bitumen, asphalt, concrete, brick paving, gravel etc.) you will be required to apply for a crossover permit by submitting an **Application for Crossover Permit** form at least 10 days before construction commences.

Once you have submitted all necessary forms to the Shire you may be issued with a crossover permit.

When the crossover permit has been issued, you can start with construction works. The permit is valid for 12 months.

If the crossover is constructed in accordance with the Shire of Jerramungup's **Crossover Guidelines and Specifications**, you may be able to receive a subsidy from the Shire of Jerramungup towards construction costs.

The subsidy may be paid once the Shire has been notified of the completion of the project and an inspection has been carried out.

## 3. Notice of Completion

### Stage 3:

Your Building/Demolition/Crossover Permit has been issued. What else do you need to do now?

Once a planning approval has been issued, it lasts for two years from the date of issue. During this time, the development must be 'substantially commenced'.

A building/demolition permit is valid for 2 years from the date of issue. During this time, the development must be 'substantially completed'.

Should the development project take longer than two years, the Shire of Jerramungup may extend the permit upon receipt on an **Application to extend a Building/Demolition Permit (BA22)**.

However, within seven days of completion of the project, the builder named on the building permit or the contractor named on the demolition permit must lodge a **Notice of Completion (BA7)** form to the Shire of Jerramungup.

This establishes the end date of the building or demolition permit for compliance and record keeping purposes.

If you have been issued with a crossover permit, handing in the *Notice of Completion* will trigger an inspection of the crossover. If the Shire of Jerramungup is satisfied that the crossover has been constructed in accordance with the Shire's crossover guidelines and specifications, the agreed on subsidy will be paid as appropriate.

## MORE INFORMATION

If you require more information regarding the approval process or any other development related matter, you can contact the Shire of Jerramungup's Development Department in the following ways:

- Face to face by visiting the Shire Office at:  
Bremer Bay Community Resource Centre  
7 Mary Street  
Bremer Bay, WA 6338 or;
- Via phone on 98374070 or;
- Via email to  
[planning@jerramungup.wa.gov.au](mailto:planning@jerramungup.wa.gov.au) or;
- By visiting our website at  
[www.jerramungup.wa.gov.au](http://www.jerramungup.wa.gov.au)

## FAQ

**Q1: My builder/contractor has changed since I originally applied for a building/demolition permit. Do I need to notify the Shire about the change?**

A:  
Yes, it is important that your builder/contractor fills in and signs the form "BA8- Notice of Cessation". This form needs to be handed in to the Shire's Development department.

Once you have assigned a new builder (or achieved owner-builder registration), you are required to provide the Shire with a copy of their registration number, to be recorded for future reference.

**Q2: I am not sure if all the buildings on my property have Shire approval. What do I do?**

A:  
It is possible to gain retrospective approval for buildings/structures on your property, even though the process can be very involved.

Please feel free to contact us in regards to this question to discuss your individual situation.

## Fees and charges

### Planning Applications

Value of Work	Types of fees	Fees payable
Up to \$50,000	Application Fee	\$147.00
\$50,000- \$500,000	Application Fee	0.32% of the value of works
Single House (single storey)	Application Fee	\$250.00

### Building Permit uncertified

Value of Work	Types of fees	Fees payable
Up to \$20,000	Application Fee +	\$92.00
	Building Service Levy (BSL)	\$40.50
Over \$20,000	Application Fee +	0.32% of the value of works (min fee \$92.00)
	Building Service Levy (BSL) + <ul style="list-style-type: none"> <li>• value of works- up to \$45,000 or</li> <li>• value of works- over \$45,000</li> </ul>	
	Building Construction Industry Training Fund (BCITF) Levy	0.2% of the value of works

### Building Permit certified

Value of Work	Types of fees	Fees payable
Up to \$20,000	Application Fee +	\$92.00
	Building Service Levy (BSL)	\$40.50
Over \$20,000	Application Fee (Residential) or	0.19% of the value of works (min fee \$92.00)
	Application Fee (Commercial) +	
	Building Service Levy (BSL)+ <ul style="list-style-type: none"> <li>• value of works- up to \$45,000 or</li> <li>• value of works- over \$45,000</li> </ul>	<ul style="list-style-type: none"> <li>• \$40.50</li> <li>• 0.09% of the value of works</li> </ul>
Building Construction Industry Training Fund (BCITF) Levy	0.2% of the value of works	

### Demolition Permit

Value of Work	Types of fees	Fees payable
Per storey	Application Fee	\$92.00

### Bonds

Nature of Bond	Bond payable
Footpath, verge, road, kerb damage bond (when value of works > \$20,000)	\$2,000
Second hand transportable building bond	\$10,000