



## Policy 4.2.1 – Approval of Building Permits

### 1. Policy

**A building permit will only be issued in respect of a lot which:**

- has a title issued; and
  - abuts a road which provides all weather access, as determined by the Manager of Building Services in consultation with the Director of Infrastructure Services, or which has access to a constructed road (i.e. it must have a road frontage); or
  - complies with the zoning provisions of the Town Planning Scheme in respect to the intended development; or
- in a “residential” (including “special residential”) zone, the Diagram of Survey has been approved by the Western Australian Planning Commission and the lot has trafficable/open road access or access can be obtained across private property (with the owner’s written consent) from another trafficable/open road; and
- Notwithstanding the provisions of the above paragraphs, a building permit shall not be issued until a copy of a receipt containing a dealing number from the Department of Land Administration has been presented to the Manager of Building Services.

### Building Permits Lists



It is Council’s policy to make available copies of the monthly lists of building permits issued to any individual or company wishing to receive same, but subject to the payment of the annual or monthly charge set by Council each year and contained within the annual schedule of fees and charges.

### Refund of Building Permit Fees

It is Council’s policy to refuse any application for a refund of any building permit fee and the Manager of Building Services is authorized to inform any applicant of Council’s refusal without reference to the Council. Applicants are to be advised to apply direct to the Construction Training Fund (C.T.F.) for any refund of the C.T.F. levy. However, Council shall refund the Building Services levy in accord with the provisions of the WA Building Commission. Likewise, the Builders’ Registration Board (BRB) for any refund of the BRB Levy.

## 2. Strategic objective

The policy aligns to the following strategic objective:

	We have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit.
	Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

## 3. Definitions

- Nil.

## 4. Legislation

- *Building Act 2011 and Regulations 2012.*
- *Building and Construction Industry.*
- *Training Fund and Levy Collection Act.*
- *1990 and Regulations 1991.*
- *Building Services Levy Act 2011; and*
- *Building Services (Registration) Regulation 2011.*

## 5. Related documents

- Former Council Policy Numbers 19.1, 19.1.1, 19.1.2, 19.1.3, 19.1.4, 19.1.5 and 19.1.6.

Responsible officer	Director Sustainable Development		
Responsible team	Building		
Responsible area	Building Services		
Version control	Date	Resolution	Number
Version 1	24.03.1997	Resolution	
Version 2	26.05.1998	Resolution	
Version 3	13.07.2004	Resolution	19357/10
Version 4	08.05.2007	Resolution	21548
Version 5	23.09.2008	Resolution	08/416
Version 6	13.11.2013	Resolution	13/363
Version 7	19.12.2023	Resolution	23/278