



## Garage

### Definition

A garage is a roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.

The [National Construction Code](#) (NCC) classifies these structures as being of Class 10a.

### Is a Building Permit required for a garage?

A Building Permit is always required for a garage.

### Is Planning Approval required for a carport (Development Approval)?

A Planning / Development Approval is required for development that does not comply with the Residential Design Codes or the Town's Residential Design Guidelines or located in a heritage-protected place. If you would like clarification if a proposal would require Development Approval, you can contact the Town's Planning Services on 9339 9339 and ask to speak with the Planning Officer.

### Can I build a garage as Owner-Builder?

Yes, owner builders are allowed to construct a garage. If the construction value is over \$20,000 you will need to apply to the Building Services Board at the Department of Mines, Industry Regulation and Safety (DMIRS) for an [Owner-Builder application](#). Once approved, you will receive an Owner-Builders Certificate. A Building Permit cannot be issued for building works that are over \$20,000 unless an Owner Builder Certificate has been received or a registered Builder has been contracted to do the building work.

### Do I need a Structural Engineer's Certification for the proposed garage?

Yes, you will need to have the proposed garage, checked, certified and signed by a practicing, professional Structural Engineer.

### Who can lodge the Building Permit application?

The property owner or the Builder / Agent can lodge the Building Permit application.

### How long will my Building Permit application take to process?

**Certified Applications** must be processed within 10 working days of it being lodged with the Town. If additional information is required, the applicant will be given 21 calendar days to provide the information. The Town then has the balance of the remaining 10 working days in which to provide a determination.

**Uncertified Applications** must be processed within 25 working days of it being lodged with the Town. If additional information is required, the applicant will be given 21 calendar days to provide the information. The Town then has the balance of the remaining 25 working days in which to provide a determination.

### **What is the difference between certified and uncertified applications?**

A Certified Application has had its assessment completed by a private Building Surveyor and has been issued with a Certificate of Design Compliance. Certified Applications must be submitted, complete with all prior approvals (including Development Approvals). The Town will issue a Building Permit for the proposed structure.

An Uncertified Application is submitted to the Town for a full assessment. The Town will issue a Certificate of Design Compliance and a Building Permit for the proposed structure.

### **What do I need to submit if I need a building permit?**

#### **Certified Applications:**

- Completed [BA1 application form](#).
- Completed Certificate of Design Compliance that has been signed by the registered Building Surveyor.
- One copy of all referenced documents as stated in the Certificate of Design Compliance.
- Building and Construction Industry Training Fund and Levy (BCITF) form or copy of BCITF receipt (required where estimated costs of building or construction exceeds \$20,000 incl. GST)

#### **Uncertified Applications:**

- Completed [BA2 application form](#).
- 1x copy of a site plan. The site plan must be drawn at a minimum scale of 1:200, showing contour survey or spot levels, proposed finished floor level, the distance the proposed garage will be setback from the lot boundaries and any other structures on the lot, (including retaining walls) septic tanks & north point.
- 1x copy of the floor plan / elevations / sections drawn at a minimum scale of 1:100, showing all dimensions.
- 1x copy of construction details showing materials to be used, their respective sizes, spacing and spans.
- 1x copy of connection details to the existing main roof frame and anchorage to footings, including dimensions.
- 1x Structural Engineers details.
- Building and Construction Industry Training Fund and Levy (BCITF) form or copy of BCITF receipt (required where estimated costs of building or construction exceeds \$20,000 incl. GST)

### **What are the fees for the Building Permit application?**

The fee is based on the estimated value of construction, minimum \$171.65. If the value is more than \$20,000, please refer to the [Fee Calculator – Planning & Building](#).

*Payment of an Infrastructure Bond is required for all Building and Demolition Permits issued.*

*Effective October 2021*