

Outbuilding

Definition

An outbuilding is an enclosed non-habitable structure that is detached from any dwelling.

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

Is a Building Permit required for an outbuilding?

In accordance with Schedule 4 of the Building Regulations, a building permit is not required for an outbuilding which is not greater than 10 square metres in area and not greater than 2.4 metres in height.

A building permit is required for outbuildings greater than 10 square metres in area or greater than 2.4 metres in height.

Note: A freestanding shed can be built up to the property boundary, but it must be at least 900mm from a house wall or 450mm from house eaves to comply with [Part 3.7 Fire Separation of the National Construction Code 2019 Vol 2](#). If this cannot be achieved, the shed must be 900mm from boundary.

Is Planning Approval required for an outbuilding (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 an outbuilding as Owner-Builder?

Yes, owner builders are allowed to construct an outbuilding. 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-Builder 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 outbuilding?

Yes, you will need to have the proposed outbuilding, 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 drawn at a minimum scale of 1:200, showing the distance the proposed outbuilding will be setback from the lot boundaries and any other structures on the lot.
- 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 July 2021