

**Shire of Carnarvon  
Shed & Outbuilding  
Information  
and Checklist**



**Introduction:**

An outbuilding is defined as an enclosed non-habitable structure that is detached from any dwelling such as a shed, free-standing garage, or sea container, which is required to meet the standards of the Building Codes of Australia (BCA).

**Approval:**

A building permit is always required for sheds & outbuildings within a Cyclone Area (Carnarvon is Wind Region D Category 2) exceptions do apply please see *Building Regulations 2012; Schedule 4 – Building work that does not require a building permit*. Planning approval or clearance along with any Health approvals if needed must be sought.

**Note:**

- The Residential Design Codes of Western Australia (R-Codes) also apply to the construction of outbuildings.
- Setbacks, height, maximum size, site cover etc. are determined by R-Codes and applicable local planning policy based on the zoning of the land.
- Development approval should be obtained prior to submitting a building permit application.

**Fees:**

There is a minimum fee of \$171.65 payable upon submission of a building permit application, consisting of a \$110.00 application fee and a \$61.65 Building Services Levy. Additional fees are payable when the estimated value of the proposed building works exceeds \$20,000.

**Checklist:**

**1. Forms, Supporting Documents & Fees Payable**

- BA2 form - Application for Building Permit Uncertified or  
BA1 form - Application for Building Permit Certified  
Refer to the Shire of Carnarvon website to find out the difference between certified and uncertified applications.
- Certificate of Design Compliance (for certified application only)
- If choosing to be an owner builder; an owner builder certificate from the Building Commission is required if the estimated value of building work is over \$20,000
- BA20 or BA20A Form Consent from adjoining owner where proposed works may encroach or adversely affect neighbouring properties and adjoining land
- All fees are payable at the time of lodging the application
- Water Corporation approval stamp
- Development Approval  
Provide proof of development approval e.g. Planning Consent or Development Approval.

**General note: A complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.**

- Site Plan (minimum scale 1:200)**
  - Clearly indicate all property boundaries, boundary dimensions and existing buildings
  - Clearly indicate the distance from the existing buildings and property boundaries to the proposed building
  - Existing ground level and proposed finished floor and ground levels relative to nominated datum point or AHD (where applicable)
  - Location of existing sewer and stormwater drains and/or easements
  - Locations and heights of stabilised embankments e.g. retaining wall(s)
  - Height and extent of any proposed earthworks
  - North point
  
- Floor Plan (scale 1:100)**
  - All dimensions of the proposed building(s)
  - Location of windows and doors showing their sizes
  - Ridge, valley, eaves line and downpipe locations
  - Means of storm water disposal (soak wells/spoon drains)
  
- Elevations (scale 1:100)**
  - Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding & awning
  - Height of ceiling
  - Roof pitch
  - Types of materials used
  
- Cross Sectional View (scale 1:100)**
  - Finished ground level
  - Type of floor structure e.g. concrete slab or earth
  - Wall frame details
  - Roof frame details
  - All member sizes and spacing (posts, beam, rafters, and battens)

## 2. Construction Details (where applicable)

- Footings and Slab**
  - Footing dimensions
  - Reinforcement and waterproof membrane size and location
  - Slab thickness.
  
- Steel**
  - All member sizes and spacing (posts, beam, rafters and battens)
  - Any steel structure is to be certified by a structural engineer. Signed original copy of documentation to be submitted.
  
- Masonry**
  - Brick piers (spacings as per engineer or BCA)
  - Brick piers on either side of opening single leaf walls
  - Pier tie down details
  - Lintel sizes over openings.

□ **Timber**

Roof

- Prefabricated roof trusses require certification from the manufacturer
- Timber sizes and spacing for rafters, battens, collar ties and ridge beams

Wall

- If prefabricated wall frame certification required
- Timber size for top & bottom plate, wall studs and spacing
- Framing hold down details
- Bracing details
- Lintel sizes over openings.

**Engineered details are required for any shed or outbuilding to be located in the Shire of Carnarvon.**

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the plans as to whether more details will be required to be submitted in order to achieve the performance requirements relating to the relevant parts of the National Construction Code and the Western Australia Building Act 2011.

**Disclaimer**

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