Carport - Building Application

A carport is a roofed structure designed to accommodate one or more motor vehicles, is unenclosed and is without a door

What Can I Build?

Carports can be attached to a dwelling or freestanding and can be constructed from steel and/or timber.
Generally, in a residential zone:

- Carports less than 9m in length are required to have a 1m setback from a side and rear boundary
- Carports over 9m in length are required to have a 1.5m setback from a side or rear boundary
- Carports on a secondary street boundary require a 1.5m setback regardless of the length of the structure
- Carports attached or detached to a dwelling are included in the front 6m average calculation

Do I Need a Building Permit?

As a typical carport is generally larger than 10m^2 it will require a building permit prior to construction. All carports that are attached to another structure require a Building Permit, regardless of its size or height.

Roller/tilt doors will need to be assessed by a structural engineer to see if the carport can support a roller or tilt door.

A building permit will be required to approve the addition of the roller/tilt door to make certain it will be safe structurally. This is because the roller door is considered to impose loading that the carport may not have been designed to support.

Certified Building Applications

Prior to lodging a Certified Building Application to the City, a private Building Surveying Practitioner needs to be engaged to issue a Certificate of Design Compliance. You can find a list of private registered Building Surveyors here.

The City has up to 10 business days from the date of lodgment to assess the application.

Uncertified Building Applications

The City has up to 25 business days from the date of lodgement to assess the application. The required Certificate of Design Compliance will be issued by the City as part of the application process.

CHECKLIST - Click on wording in green to go to the detail of information to submit (listed below)

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application – BA1 (Certified) OR BA2 (Uncertified)	Always	☐ ☐
	Either BA1 OR BA2 required	☐ ☐
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed $100,000 Link to CTF Levies - here	☐ ☐
Owner-Builder Approval / Certificate (if applicable) Owner-Builder Approval / Certificate from the Building Services Board (Department of Local Government, Industry Regulation and Safety)	if works exceed $50,000	☐ ☐
Certificate of Title and/or Diagram of Survey	Preferrable	☐ ☐
Building Permit Application - Fee Building Permit Application Fee plus associated State levies **Refer to the Building Application Fee Schedule**	Always	☐ ☐

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Development (Development (Planning) Approval Planning Approval or Written Advice issued by the City of Vincent's Statutory Planning Services DA No -	If Applicable	☐ ☐
Consents/Works Affecting Other Land BA20 and / or BA20A		
• Completed BA20	if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the *Building Act 2011*	☐ ☐
• Completed BA20A This is between neighbours and is outside of the building permit approval process but if you have a copy, please submit	if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the *Building Act 2011*	☐ ☐
Certificate of Design Compliance (CDC) – For BA1 Applications (certified) If not submitted this will delay assessment of building application and may not be considered	If BA1 Submitted Not Applicable to BA2 (uncertified applications)	☐ ☐
Architectural Plans / Drawings	Always	☐ ☐
Site Plan (minimum scale 1:200)	Always	☐ ☐
Floor Plan (minimum scale 1:100)	Always	☐ ☐
Elevations (minimum scale 1:100)	Always	☐ ☐
Cross Sectional View (minimum scale 1:50)	Always	☐ ☐
Specifications	Always	☐ ☐
Termite Management Certificate Details of Termite Management (eg. chemical and physical barriers)	If applicable	☐ ☐
Structural Engineers Plans and Details	Always	☐ ☐
Soil Classification	Always	☐ ☐
Footing and Slab Details	Always	☐ ☐
Structural Beams	Always	☐ ☐
Roof Construction/Tie Down Details	Always	☐ ☐
Retaining Walls	If applicable	☐ ☐
Decking or Incidental Structures	If applicable	☐ ☐
Underpinning, Sheet Piling, Grout Injection to Existing Buildings	If applicable	☐ ☐
Bushfire Attack Level Assessment	If applicable	☐ ☐

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - **mail@vincent.wa.gov.au** (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902

How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames for the City to assess and determine applications. The applicable timeframe depends on whether the building application is Uncertified or Certified.

If the City requires further information to assess the building application, the applicant may be given up to 21 calendar days to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual timeframe has been granted.

How Long Until My Building Permit Expires?

A Building Permit is generally valid for two years from the date on which it was granted.
If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What Happens When I Have Completed My Building Works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

Bonds

If a bond paid, please apply for the bond refund here - Infrastructure Protection Bond Refund Application » City of Vincent

Other Permits

Other specific permits may be required. This may include planning, health or ranger approvals for example.

Work zone permits

Issued by Ranger Services. This is for Skip Bins, ROW obstructions etc
You can apply here - Application for a Permit for Works-Placement in Road Reserve Form » City of Vincent

Crossover and Verge Application

Details on how to submit these applications and others can be found here - Verge & Driveway Crossover Regulations and Applications

Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA1 (Certified) OR BA2 (Uncertified)

- BA1 or BA2 to be signed by, each owner of the land, unless exempt or provide written authorisation
- BA1 or BA2 indicate estimated value of building work (including GST)
- Registered Builder's Details – Builder must provide their registration number if works exceed $50,000
- Builder's Details – Builder must sign the BA1 or BA2
- BA1 or BA2 can be downloaded from the LGIRS website

Development (Planning) Approval

If a Planning Approval was granted, all conditions of the planning approval must be satisfied before submitting a Building Application. Planning conditions not satisfied will delay assessment of the Building Application.

For further information please refer to the Carports and Garages Information Sheet

If you are unsure if the works require Planning Approval, please contact the City's Planning Services team on 9273 6000.

Certificate of Design Compliance (CDC) – For BA1 Applications (certified)

- Provide a Certificate of Design Compliance (CDC) BA3 that is signed by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1
- Ensure that all documents stated on the Certificate of Design Compliance, (Drawings, Specifications and Technical Certificates) are attached in order as stated on the CDC and lodged with the application

Architectural Plans / Drawings

- ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.
- New and Existing Work - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means

Site Plan (minimum scale 1:200)

- Street names, lot number, and title reference to the site
- The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown
- A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site
- The proposed finished floor level to the garage, shed or carport.
- Setback distances from the property boundaries to the proposed building/s and distance away from other existing buildings / structures on the property to be clearly indicated
- Height and extent of proposed earthworks (if applicable)
- Existing sewer, stormwater drains or easement locations
- Location and sizes of stormwater drain / disposal system
- Location of septic tanks if no sewer is available
- Location and heights of stabilised embankments or retaining wall/s
- The position of street trees, if any, between the site and the roadway
- Show structures on adjoining land (fences, retaining walls, buildings)
- Clearly indicate the North point

Floor Plan (minimum scale 1:100)

- A floor plan of every storey (if applicable)
- All dimensions of the proposed building/s
- Sunken areas (where applicable)
- Location and dimensions of windows and doors
- Ridge, hip, valley, eaves line and down pipe locations
- Construction of the walls, floors and roofs
- Location of mechanical ventilation
- Any other information that the building surveyor may require, all clearly figured and dimensioned

Elevations (minimum scale 1:100)

- All elevations indicating external walls, windows and roof
- Existing ground level at the external wall and at the boundary, including proposed ground and finished floor levels
- Location, dimensions and area of doors and windows (including direction of opening) eg. fixed, sliding, awning
- Height of ceiling and the heights of each storey
- Roof pitch
- Types of materials used

Cross Sectional View (minimum scale 1:50)

- One or more sections, transverse, longitudinal
- Finished ground level
- Type of floor structure e.g. concrete footing slab or frame
- Sunken areas (where applicable)
- Height of ceilings

Specifications

- ONE set of complete specifications describing materials and method of construction, indicating that the shed, garage or carport will be constructed in accordance with the specifications provided and comply with the National Construction Code / Building Code of Australia / Australian Standards

Structural Engineers Plans and Details

- ONE set of Structural Engineers Plans and Details must be designed, certified / signed by a practising Structural Engineer
- Engineer's certification for the addition of a roller/tilt door (if applicable)
- Span and material details

Soil Classification

- If required a Geotechnical Report as per the National Construction Code / Building Code of Australia and relevant Australian Standard/s

Footing and Slab Details

- Concrete specifications
- Depth and type of footing including dimensions
- Reinforcement size and location
- Slab thickness
- Waterproof membrane location

Structural Beams

- Structural beams should be designed, certified / signed by a Structural Engineer and comply with the National Construction Code/ Building Code of Australia.

Roof Construction/Tie Down Details

- The Roof and tie down details should be designed, certified / signed by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard

Retaining Walls

- Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, certified / signed by a practising Structural Engineer

Decking or Incidental Structures

- applicable, must include a full material schedule, member sizes and spacings, span lengths, footings, slab details, fixings, connection details, and evidence of compliance with the NCC and all relevant Australian Standards.

Underpinning, Sheet Piling, Grout Injection to Existing Buildings

- Details of protective works and underpinning must be designed, certified / signed by a practising Structural Engineer.

Bushfire Attack Level Assessment

- If your build is located within a Bushfire Prone Area and required a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.