



## SHIRE OF BEVERLEY

# GUIDE TO BUILDING IN BEVERLEY

1. Contact the Shire Planner to determine if you require planning approval.
2. If planning approval is required, the application form is available from the Shire office or can be downloaded from our website at <https://www.beverley.wa.gov.au/services/building/planning-environmental-health/town-planning.aspx>
3. If planning approval is not required, you can submit your application for a Building Permit as per steps 5 and 6 of this information sheet.
4. Your planning application must be accompanied by 3 copies of your plans, including a site plan, floor plan and elevations drawn to scale. The application fee is determined by the cost of works and must be paid at the time of lodging your application.
5. Once the planning application has been approved, you can then submit your application for a building permit. The application form is available from the Shire office or can be downloaded from the Building Commission's website at <http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>.
6. Your building application must be accompanied by 2 copies of your plans and specifications. Generally all building plans must be certified by a structural engineer. Details of your builder or your owner-builder's permit will also be required at time of lodgement. The application fee is determined by the cost of works and must be paid at the time of lodging your application.
7. If you are demolishing a building as part of your development, you may also require a Demolition Permit prior to commencing works.
8. If you are installing or altering a septic system, you will also need to submit an application accompanied by plans, plumber's details and the relevant application fee.
9. Once planning approval has been granted, if required, and your building permit has been issued, construction can commence.

**IT IS UNLAWFUL TO BUILD WITHOUT FIRST OBTAINING PLANNING, BUILDING AND/OR DEMOLITION APPROVALS.**

Please contact Council's Building Surveyor at the Shire Office on 9646 1200 or by email at [building@beverley.wa.gov.au](mailto:building@beverley.wa.gov.au) if you have any questions regarding the building approval process or requirements.

Building approval information is also available from the Building Commission's website at <http://www.commerce.wa.gov.au/building-commission/building-approvals>.