

APPLICATIONS FOR CLASS 10A & 10B BUILDING PERMITS SHEDS, FENCES, AND RETAINING WALLS

BUILDING INFORMATION SHEET (2022)



What is a Class 10a and 10b Building

The National Construction Code (NCC) sets out the minimum technical requirements for new buildings (and new building work in existing buildings) in Australia. In doing so, it groups buildings by their use. These groups are assigned a classification which is then how buildings are referred to throughout the NCC.

Class 10a buildings are defined as non-habitable buildings including sheds, carports, or private garages. Class 10b buildings are defined as a structure being a fence, mast, antenna, retaining wall, swimming pool, or the like.

This information sheet covers the documents required to submit a Building Permit application for class 10a buildings and simple class 10b structures such as retaining walls and fences. This is intended to be a general explanation of what is expected. For specific information on what level of detail or information that is required for your specific application, contact Council's Building Services unit or the Private Building Surveyor you have appointed to assess your Building Permit application.

Applicable Building Regulations

Regulations 25, 26, 27, 28 and 29 of the *Building Regulations 2018* detail what documentation is required to be submitted in an application for a Building Permit. Whilst generally only regulation 25 is applicable for a typical shed construction, the remaining regulations may apply depending on the specifics of the project. For example, if any demolition work is proposed, special measures are required, or if the building work may endanger adjoining property.

The regulations as well as any other Victorian legislation can be accessed at <http://www.legislation.vic.gov.au> – click on 'Legislation in Force', then 'Statutory Rules in Force', then select the 'Building Regulations 2018' from the list.

Minimum Documentation – All Class 10a and 10b Applications

- **Application Form**

If you are using Council as the Building Surveyor- refer to Council's Building Services webpage for Council's [Building Permit application form](#). If you are using the services of a Private Building Surveyor, please contact that service provider for information.

- **Site or Allotment Plan**

A site plan that conforms to the requirements contained in regulation 25 is always required for any Building Permit application. An owner or builder may draw their own site plan.

For more information about the requirements for a site or allotment plan, see *Information sheet – Drawing a Site or Allotment Plan* on [Council's website](#).

- **Elevations**

Elevations are the side-on depiction of the building. Elevations are generally of all four sides of the building and must be notated with the height of the walls, total building height, height of any fill, the ground level and the floor levels.

Elevations must be to scale - see *Information sheet – Drawing a Site or Allotment Plan* on [Council's website](#) for a detailed explanation of scales. The scale used must be no less than 1:100 i.e., 1:100, 1:50 or 1:20, depending on the size of the building.

- **Copy of Title and Title Plan**

A copy of the Certificate of Title and the accompanying Title Plan is needed to be submitted. You can [apply to Council](#) for this document or request a copy through Landata at www.landata.vic.gov.au.

- **Cost of Works**

Proof of the stated cost of works is required for all applications. The proof may come in several formats and depends on whether the work is proposed to be undertaken by an Owner Builder or a Registered Builder. The following is an outline:

- **Registered builders**

The cost of works can be justified in several ways- the contract, a quote, or a signed cost estimate.

- **Owner builders**

A signed cost estimate, including quotes from the various trades undertaking the parts of the build.

- **Builder's Contract**

Where the work is subject to the requirements of the *Domestic Building Contracts Act 1995*, the contract must be submitted. The threshold for the requirement to obtain a contract is \$10,000.

- **Builder's Warranty**

Where a Builder's Warranty is required to be obtained under the *Domestic Building Contracts Act 1995*, the warranty must be submitted. The threshold for a warranty is \$16,000.

- **Owner Builders Certificate of Consent**

Where an [Owner Builder's Certificate of Consent](#) from the Victorian Building Authority is required, this will need to be submitted with your Building Permit. The threshold for a Certificate of Consent is \$16,000.

Additional Documentation – Steel Buildings

Steel framed buildings generally are required to be designed by a licensed Professional Engineer. The following documentation is required to assess the Building Permit application.

- **Engineering Documentation**

- Structural Design Drawings
- Computations
- Certificate of Compliance - design
- Geotechnical Report - if nominated as referenced document in the Certificate of Compliance.

Additional Documentation – Timber Framed Buildings

Where an engineer is not involved in the design of the building (where the work complies with AS 1684- Parts 2 and 4; and AS 2870), the following documentation is required to assess the Building Permit application.

- **Sections**

Sections are the 'cut through' view of the building taken at an appropriate part of the building. The section should be located where the most useful information can be gained, i.e., the most complex part of the building. Sections are used to assess the framing method used, the size of the structural elements and any other components of the building.

The sections must be a scale of no less than 1:50.

- **Details**

Details are the large-scale drawings of specific parts or components of the building. Generally, these will be structural parts of the building, for example a connecting plate detail, a tiedown detail of a wall frame to a rafter, or any other component that needs to conform to a requirement contained in the Building Code of Australia or a References Australian Standard. Details generally are at scale of 1:10 or 1:5.

- **Framing Schedule**

Where framing details are not contained in the section drawing/s, a framing schedule will be required. A framing schedule is a drawing sheet that contains a table nomination the framing member name or

indicator abbreviation, location of the member, the size, grade, hazard class (i.e., weather proofing grade) and any other relevant information required by the *Australian Standard AS 1684* (parts 2 or 4).

- **Geotechnical Report**

Large buildings or complex structures will require a Geotechnical report to be submitted.

Additional Documentation - All Types of Class 10a and 10b Applications

The following is only an outline of some of the typical instances of addition information or approvals required for a class 10A structure. Any additional information required will depend on the specific application.

- **Septic Tank or Water Authority Connection Approval**

Where there is a toilet, sink or other facility requiring wastewater disposal, approval from Council in respects to a septic tank installation or alteration will be required. Approval from the Water Authority for a connection to a sewer may also be required. Contact either Council's [Environmental Health team](#) or the relevant Water Authority - [Coliban Water](#) or [Central Highlands Water](#) for addition information.

- **Report and Consent of Council**

- Demolition Consent - Section 29A approval required where there is demolition work,
- Siting Matters - where the proposed building does not comply with the siting provisions of Part 5 of the *Building Regulations 2018*.
- Protections of the Public - if the work endangers the public.
- Projections Over the Street - if the work projects over the street alignment and does not comply with the *Building Regulations 2018*.

- **Easement Consents**

The report and consent of an authority or utility provider is required to build over an easement or to building within 1 meter of a water asset (pipe, inspection pit or similar). The Title Plan will indicate who has a benefit in the easement - i.e., whose permission is required. For example, you may need to seek consent from Council for a stormwater easement, or the Water Authority for a sewer pipe. Gas, telecommunications providers, and power utilities also may have easement rights depending on the easement.

Building Levy

A Building Permit Levy is required to be paid to the Victorian Building Authority. The levy is based on the cost of works which is to be based on the commercial cost of labour and materials. The rate is \$1.28 per thousand dollars of construction costs and the threshold for paying the levy is \$10,000 of construction costs. Construction costs do not include document preparation fees, permit fees, or other costs not either labour or materials.

The Building Permit cannot be issued until the levy is paid.

Planning Approval

You may need a Planning Permit for the proposed work. Planning Permits are required in certain instances where there is a planning control nominated in the Planning Scheme. This differs from property to property, please contact Council's [Statutory Planning Department](#) for further information.

A Planning Permit if required, needs to be obtained prior to the Building Permit being granted.

Contact Council

If you have any questions, you are welcome to contact the Council Building Services team.

Council Building Services Team:

Email: building@cgoldshire.vic.gov.au

Phone: (03) 5461 0627