



Approval

Owner-builder

Form 75

Use of this form

This form is to be used by land owners applying to the Building Services Board for owner-builder approval granted under the *Building Services (Registration) Act 2011*.

Who needs an owner-builder approval?

A land owner wanting to carry out building work as an owner-builder where the value of the work is \$20,000 or more must first obtain an approval from the Building Services Board. An owner may apply for owner-builder approval if he or she intends to be named as the builder on the building permit for the building work.

An owner-builder approval is not a building permit. Before commencing to build, an owner-builder must still obtain a building permit from the local government permit authority.

Who can be an owner-builder?

An owner-builder approval can only be granted to individuals. Owner-builder approval cannot be granted to a corporate body, a trust or other entity that is not an individual. For the purposes of an owner-builder approval, an 'owner' is:

- an individual whose name is registered as a proprietor of the land; or
- an individual with a lease-hold interest in the land if the terms of the lease allow the lessee to undertake building work without the consent of each person whose name is registered as a proprietor of the land; or
- an individual with an interest as a purchaser under a contract to purchase an estate in fee simple in the land.

More than one owner

Owner-builder approvals are issued to all owners of the land. All owners must participate in this application and sign the application form.

What an owner-builder can build

Owner-builder approval can only be given for a single-residential building on land where the owner intends to reside, or a small commercial building intended to be the owner's workplace. Approval cannot be given for a building that is intended to be rented out or a building for public use.

Repeated owner-building

An owner-builder approval can only be granted if the owner-builder has not been issued with a building permit in the preceding six years. An owner can apply for an exemption from this rule.

When an owner-builder approval expires

An owner-builder approval expires six months after it is granted unless within the six month period the owner-builder applies for a building permit for building work on the relevant land.

If the owner-builder applies for a building permit and the permit is refused the owner-builder approval expires when the building permit is refused. If the building permit is issued the owner-builder approval expires when the building permit ceases to have effect.

Responsibilities of an owner-builder

Under the law, an owner-builder takes on the responsibilities of a builder, such as:

- obtaining a building permit and other approvals before commencing construction;
- managing and supervising the works;
- complying with building standards and with requirements applicable when building work may affect other people or other land; and
- complying with occupational health and safety and other requirements applicable to the building work.

Like a registered builder, an owner-builder may be liable for defects that become apparent when the building is in use.

Home indemnity insurance

If an owner-builder intends to sell his or her dwelling within seven years of the issue of the building permit the owner-builder must provide the purchaser with home indemnity insurance.

Registered building contractors

Registered building contractors are not required to complete this owner-builder application form. Registered builders intending to build their own principal place of residence may lodge a Registered Building Contractor – Building a Principal Place of Residence – statutory declaration form.

Application fee

The non-refundable application fee is:

- \$155.00 for an application for a detached dwelling including a garage, shed or other building associated with a dwelling; or
- \$416.00 for an application for a small commercial building.

GST is not payable on these fees.

Lodge and pay

Pay for and lodge your application including attachments:

 **By email**

Lodge your application by email to:
ownerbuilders@commerce.wa.gov.au

 **By fax**

Lodge your application by fax to:
(08) 6251 1501

 **By post**

Lodge your application and pay by cheque or money order made payable to the Building Commission or pay by card using the payment slip on the form.

Building Commission
Locked Bag 14
Cloister Square WA 6850

 **In person**

Lodge your application and pay by cash, cheque, money order or card at the Building Commission counter.

Building Commission
Mason Bird Building
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30 am to 4:30 pm.

Return of documents

Unless an application is rejected as incomplete, the Building Commission does not return documents lodged with applications. If you need a copy of your application or attached documents, please make a copy before you lodge your application.

After your application is lodged

When the Building Commission is satisfied that your application is complete and payment is received, the Building Commission will refer your application to the Board for a decision on granting an approval.

More information

If you need more information about the status of your application, or about owner-builder approvals generally, please call 1300 489 099 and ask for the owner builder team, or email ownerbuilders@commerce.wa.gov.au.



OFFICE USE

Owner-builder approval

**Form
75**

Your application cannot be assessed unless all sections are completed and all attachments are provided.

PROPERTY OWNERS

Each owner must provide personal details and address information below. If there are more than two owners attach another page with information for each remaining owner.

Owner/applicant 1 – personal details

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify
Family name				
First name				
Other name(s)				

Address and contact details

Street			
Suburb	State	Postcode	
Phone (home)	()	Phone (work) ()	
Phone (mobile)	Fax ()		
Email			

Owner/applicant 2 – personal details

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify
Family name				
First name				
Other name(s)				

Address and contact details

Street			
Suburb	State	Postcode	
Phone (home)	()	Phone (work) ()	
Phone (mobile)	Fax ()		
Email			

CONTACT FOR CORRESPONDENCE

Who should receive correspondence about this application?

- Owner 1
 Owner 2
 Other person – name and address below

Name			
Street			
Suburb	State	Postcode	

PROOF OF IDENTITY



Each owner must provide photographic proof of identity. For each owner, attach a copy of one of the following documents.

- Passport
- Proof of age card
- Occupational licence
- Drivers licence
- Public service employee identification
- Australian student card

- | | |
|---------|-----------------------------------|
| Owner 1 | <input type="checkbox"/> Attached |
| Owner 2 | <input type="checkbox"/> Attached |
| Owner 3 | <input type="checkbox"/> Attached |
| Owner 4 | <input type="checkbox"/> Attached |
| Owner 5 | <input type="checkbox"/> Attached |
| Owner 6 | <input type="checkbox"/> Attached |

PROOF OF OWNERSHIP



Provide current evidence (less than three months old)

- | | |
|--|-----------------------------------|
| Certificate of title; or | <input type="checkbox"/> Attached |
| Lease arrangement that allows the applicant to carry out building work without the consent of each person whose name is registered as the proprietor of the land; or | <input type="checkbox"/> Attached |
| Contract to purchase land in fee simple. | <input type="checkbox"/> Attached |

THE OWNER BUILDER PROJECT

An owner-builder approval can only be issued for building work on a:

- single-residential dwelling being a Building Code of Australia - Class 1a(i) building or a Building Code of Australia - Class 10 building; and
- small commercial building.

Single-residential dwelling

Class 1a(i) – a single dwelling being a detached house. This includes an extension to a house or habitable building on the same property but separate from the main house, such as a granny flat.

Class 10 – a non-habitable building or structure such as a private garage, carport or shed.

Small commercial building

A one or two storey building with a floor area of less than 500m² that is not a detached house, a Class 10 building or a farm building.

What is the building project? Single-residential building Small commercial building

Select the type of single-residential or commercial building that best describes your project.

Single-residential dwelling or building work associated with a single-residential dwelling

- New dwelling Renovation or extension of a dwelling or part of a dwelling
- Separate garage or carport Separate ancillary dwelling
- Separate store or shed Other _____

Small commercial building or building work associated with a small commercial building

- New dwelling Renovation, extension or fit out of a small commercial building
- Separate garage or carport Separate store or storage shed
- Other _____

Address of building project

Lot number		Street number	
Street			
Suburb		State	Postcode
Local government			

Use of the building project

State how you will use the building project to comply with the residence or use restrictions:

For example, *I will live in the house when it is completed.*

DESCRIPTION OF BUILDING WORK

Complexity

Building work varies in complexity. Read the three descriptions below then select the type of building work that best describes your project: *simple*, *normal* or *complex*.

Simple building work

Simple building work is not likely to be a hazard to people and is not likely to be ruinously expensive to rectify if it does not meet the applicable building standards. Simple building work includes projects like sheds, patios and small extensions to existing buildings.

Normal building work

Normal building work includes a project like a new single-storey house, a large shed or a workshop for business purposes. Normal building work uses materials and techniques that are common for the type of building. Suppliers and trades are familiar with the materials and work.

Complex building work

Complex building work is likely to be a hazard to people and may be ruinously expensive to rectify if it does not meet the applicable building standards. Complex building work includes projects such as two-storey houses, a building involving unusual construction techniques or materials, and a building in a cyclonic area.

Complexity of building work

Simple

Normal

Complex

Cost of building work

The estimated value of the building work including all materials, labour and GST \$ _____

Description of building work

Describe the work to be carried out under the owner builder approval:

For example, *the construction of a 4 x 2 brick and tile dwelling with a double garage and a separate shed/workshop.*



Please attach your plans (floor, site and elevation only)

Attached

OWNER BUILDER COMPETENCY

Assessing the owner-builder's competency

When deciding whether to grant owner-builder approval, the Building Services Board will assess the owner-builder's knowledge of the duties and responsibilities of an owner-builder, particularly: occupational health and safety, capacity to ensure that the applicable building standards are met; and knowledge and experience of construction.

The assessment uses a point score system. Select the highest score you can demonstrate in each assessment:

- Assessment 1 and 3 are demonstrated by one applicant, who will be supervising the work;
- Assessment 2 describes the standard of the plans provided; and
- Assessment 4 (optional) demonstrates the engagement of a qualified person.

The score is the total points gained in each of the four assessments. The owner-builder who will be supervising the work must score 120 points for approval to undertake complex owner-builder work, 100 points to undertake normal owner-builder work and 60 points for simple owner-builder work.

If you are a registered building practitioner you automatically qualify for 120 points.

Assessment 1 – Site occupational health and safety knowledge and experience

Type of knowledge	Points	Comments	Evidence
WA white card or completion of CPCCOHS1001A – Work safely in the construction industry	30	White card available on-line	Copy of white card or evidence of completion of unit.
Experience on a building site	Up to 20	10 points for each year of experience	Signed statement of experience from applicant.
Experience on a construction or mine site	Up to 20	5 points for each year of experience	Signed statement of experience from applicant.
Other relevant health and safety experience	10	Formal OHS training relevant to building work.	Signed statement of experience from applicant.
Claimed score			

Assessment 2 – Complying with applicable building standards

Type of knowledge	Points	Comments	Evidence
Project fully documented professionally	50		Copy of documents.
Kit building with manufacturer's manual	40		Copy of drawings and manual reference.
Relocated building	40		Drawings or photos of building to be relocated
Project partly documented or sketch	20		Copy of drawings or sketch.
Claimed score			

Assessment 3 – Construction knowledge and experience

Type of knowledge	Points	Comments	Evidence
Registered builder practitioner	120		Registration number
Registered building surveyor	80		Registration number
Registered architect	80		Registration number
Professional engineer (building related)	70		Copy of NPER or CPEng certificate, or signed statement of qualification.
Building site supervision experience	60		Signed statement of experience from applicant.
Building trade	60		Copy of trade certificate or licence number (licensed trades), or signed statement of qualification.
Other building technical qualification	Up to 50	Drafting, building design, etc. Diploma = 50 points Certificate IV = 40 points Experience only = 30 points.	Copy of qualification certificate, or signed statement of qualification.
Other construction or fabrication trade	40	Boiler maker, sheet metal worker, shipwright etc.	Copy of trade certificate, or signed statement of qualification.
On-site building experience (no trade certificate)	Up to 40	10 points for each year of experience in doing building work.	Signed statement of experience from applicant.
Previously owner-built	Up to 60	Complex owner-builder work = 60 points Normal owner-builder work = 40 points Simple owner-builder work = 20 points.	Signed statement of experience from applicant.
Completed an owner-builder course relevant to Western Australia	60		Copy of course certificate.
Claimed score			

Assessment 4 – Contracted supervision

Type of knowledge	Points	Comments	Evidence
Supervision by registered building surveyor, registered architect, registered builder or professional engineer (building related)	40		Statement of qualifications and evidence of engagement.
Building tradesperson engaged to supervise	20		Statement of qualifications and evidence of engagement.
Qualified family support	20	Partner or immediate family member = 20 points	Signed statement of experience from qualified family support.
Claimed score			

Examples of assessments

Example 1 – A building tradesperson intends to build a new house in Perth – required score 100

Type of knowledge	Points	Comment
Building trade	60	Assessment 3 - Building trade certificate
White card	30	Assessment 1
Project fully documented	50	Assessment 2
		Score 140

Example 2 – A mine worker wants to build a new single storey house in Port Hedland – required score 120

Type of knowledge	Points	Comment
Owner-builder course	60	Assessment 3
Four years mine site experience	20	Assessment 1
Project fully documented	50	Assessment 2
Building tradesperson engaged to supervise	20	Assessment 4
		Score 150

Example 3 – A florist wants to build a shed in a Perth nursery using a commercial kit - required score 100

Type of knowledge	Points	Comment
Owner-builder course	60	Assessment 3
WA white card	30	Assessment 1
Kit building with manufacturer's manual	40	Assessment 2
		Score 130

DECLARATION BY APPLICANT(S)

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application made under the Act. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

Declaration

I / We declare that in the six years preceding the application, I / we have not been granted or issued a building permit as an owner-builder or I /we have been granted a waiver by the Building Services Board.

I / We hereby acknowledge responsibility ordinarily accepted by a registered building contractor involved in the construction of a building and that as an owner-builder I / we are to comply with:

- applicable laws such as the *Building Services (Registration) Act 2011*, the *Building Act 2011* and the *Building Regulations 2012*;
- other laws such as the *Occupational Safety and Health Act 1984*;
- the Building Code of Australia and other standards applicable to the work;
- planning requirements and provisions for the protection of adjoining property.

I / We acknowledge that it is an offence to enter into a contract to sell or otherwise dispose of a dwelling constructed pursuant to an owner-builder permit within seven years of the issue of the permit unless a policy of Home Indemnity Insurance is in force.

			Owner 1
Full name of applicant 1	Signature of applicant 1	Date	
			Owner 2
Full name of applicant 2	Signature of applicant 2	Date	
			Owner 3
Full name of applicant 3	Signature of applicant 3	Date	
			Owner 4
Full name of applicant 4	Signature of applicant 4	Date	
			Owner 5
Full name of applicant 5	Signature of applicant 5	Date	
			Owner 6
Full name of applicant 6	Signature of applicant 6	Date	



Attach another copy of this page if there are more than six owners.

Attached N/A

CHECKLIST

Use this checklist reminder to ensure that you complete all parts of your application and attach all necessary supporting documents.

- All owner details supplied
- Proof of identification for all owners attached
- Property details attached
- Evidence of ownership attached
- Project description provided
- Building plans provided
- Evidence of competency attached
- Declaration signed and dated by all owners
- Payment made

An incomplete or inaccurate application cannot be assessed. If you need help completing this form please call the Building Commission on 1300 489 099.

PAYMENT

Type of building and payment required

- \$155.00 Residential building
- \$416.00 Commercial building

Payment method

- Cash
- Cheque
- Money order
- Credit card

Card authorisation

Building Commission ABN: 91 329 800417

<input type="checkbox"/> Visa		<input type="checkbox"/> Mastercard	
Card number / / /		Expiry date /	
Name on card		Amount payable \$	
Cardholder's signature		Date	
Cardholder's contact phone number			

Department of Commerce | Building Commission
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