

# Property Services : Planning & Building Advice Information Sheet

## BUILDING PERMITS

The Property Services Unit within Synod of Victoria assists all parts of the Church to manage properties for purchase, sale, build, lease and maintenance. The UCA Property Services team offers advice as an internal resource to ensure that risks are managed.

*The advice below is provided, current as at 1<sup>st</sup> January 2018.*

- A Building Permit is required for most building work, except of a minor nature. The Building Permit ensures that the building or structure is suitable to occupy or use.
- A Planning Permit or approval may be required, regardless of whether a building permit is required. The Planning Permit ensures that the community interest is considered.

Examples of common types of building work requiring a building permit include:

- Additions or alterations to any building including Churches & halls.
- Remodelling of a bathroom or kitchen
- Construction of a garage or carport or freestanding sheds greater than 10m<sup>2</sup>
- Building of a deck or a covered pergola
- Reblocking, underpinning or restumping
- Change of roofing (from tiles to corrugated iron or vice versa, but not required if replacing like for like if there are no structural changes such as battens)
- Verandahs and changes to sizes of windows or doors

### Domestic Builder – Residential Homes:

If a Domestic Builder intends to carry out building work where the cost is more than \$10,000, then a major domestic building contract is required to be entered into. If the work under the domestic building contract is greater than \$16,000, the works must be covered by domestic building insurance (home owners warranty insurance - HOW).

### Commercial Builder – Churches and Halls:

If a Commercial Builder intends to carry out building work they must have the capacity to undertake the work in a competent manner and to a professional standard, to plan, manage and co-ordinate building projects.

UCA Property Services can provide further support and advice to engaging a suitably qualified Builder.

**As part the UCA, OH&S policy, The Uniting Church in Australia requires that all contractors working on or at property undertake an Online Health & Safety Induction Course. This is available on line at <http://www.inductme.com.au/uca>**

For further support from The Uniting Church in Australia Property Services team, please call 9251 5949 or email [property@victas.uca.org.au](mailto:property@victas.uca.org.au)