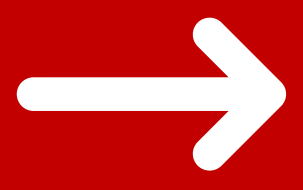


EVERYTHING YOU NEED TO KNOW...

The Process of Getting a Building Permit for a Patio, Verandah or Carport in **Victoria**

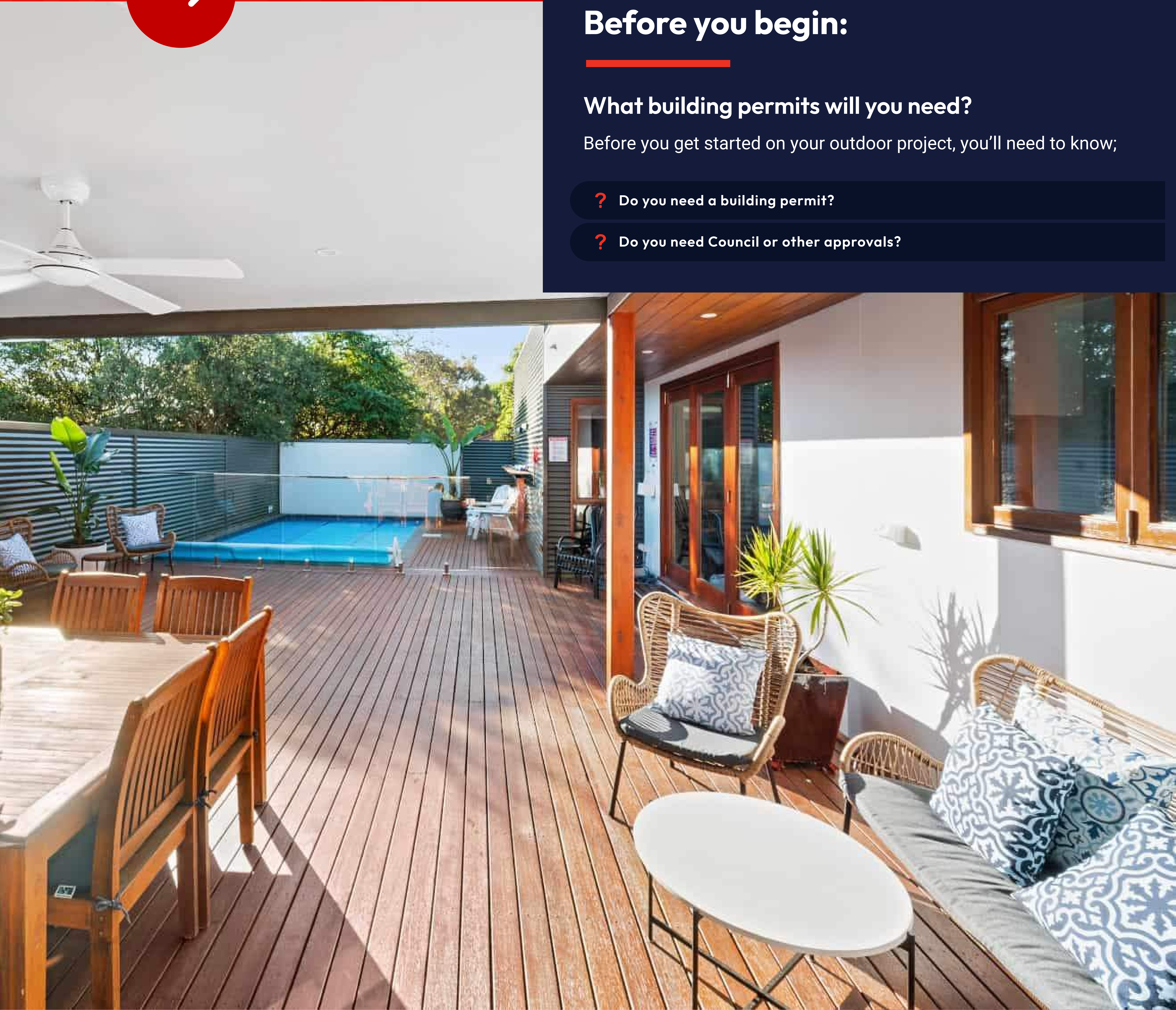


Before you begin:

What building permits will you need?

Before you get started on your outdoor project, you'll need to know;

- ? Do you need a building permit?
- ? Do you need Council or other approvals?



When do you need a building permit?

When building an outdoor structure that is defined as a patio (aka verandah) on a property in Victoria, you will always need a Building Permit.

A patio is defined as a structure that is:

- ✓ Attached to a building, and,
- ✓ Has a roof, and
- ✓ Is either fully open-sided or partially open-sided.

However, it is not just patios that need building permits in Victoria. Most building works require a building permit.

For example, any new roofed patio or deck of any size which is attached to your home will require a building permit. The Victorian Building Authority is clear in stating that a building permit is always required for patios and decks that are attached to a building (including a house or swimming pool), 'irrespective of their size'. Even patios and decks that are detached will require a building permit when they are part of 'the amenity' to a building.

An easier way to determine whether or not your outdoor building project will require a building permit, is whether it's in one of the exempt categories.



When you may not need a building permit

While most building work and outdoor structures added to your home will require a building permit, there are some exemptions, as set out in the 2-18 Building Regulations (Schedule 3).

- ✓ Building a freestanding deck (that is not attached to your home), or another outbuilding (such as a private garage, carport, or shed) that is not constructed of masonry (stone or brick)), which is also less than 3m high (if at least 1m from the boundary) and less than 10m² in total area. If the structure in question is closer to the boundary than 1m, the height needs to be less than 2.4m. (However, there are often other requirements that the building must meet for exemption).
- ✓ Building a pergola that has an area less than 20m², a height less than 3.6m and less than 2.5m away from the house's front wall.
- ✓ A retaining wall that has a height of under 1m.

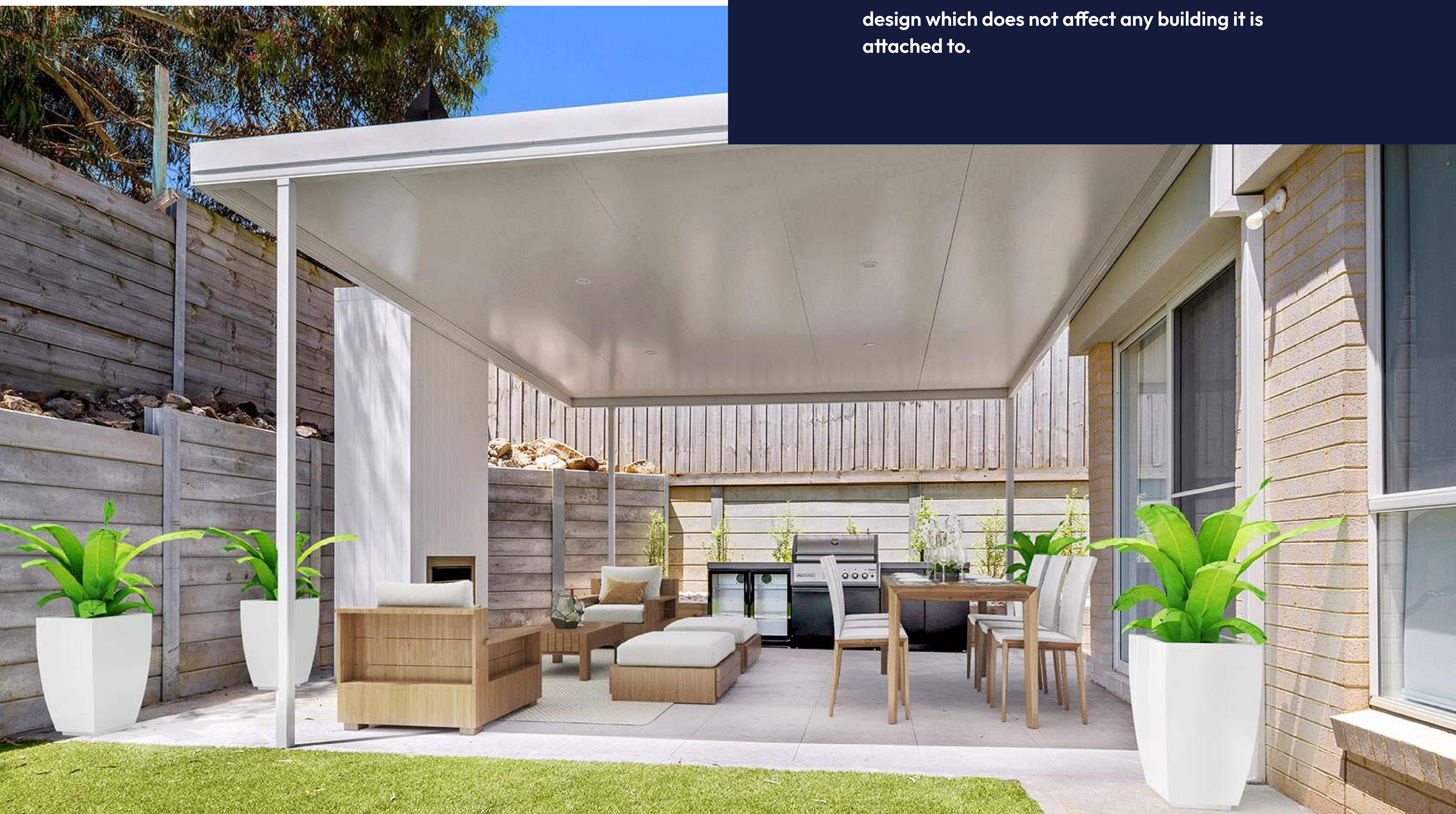
For some of the freestanding structures that are exempt from building permits, a Council planning permit may instead be required. Some of the examples of building projects likely to fall under these exemptions are:

- ✓ Demolition of a freestanding building that has an area less than 40m², is free-standing, and is not built of masonry.
- ✓ Modifications to an existing building, where there is no change in height, area, or the existing structure, where other requirements are also met.
- ✓ Repair work of part of a building, where there is no change in height, area, or the existing structure, and using materials that are allowed by the regulations.
- ✓ Screens that are shorter than 2m high, and more than 3m away from the boundary.

Pergola Exemptions

Under the building regulations, a pergola is defined as an unroofed, open structure. This may have a covering of open weave, permeable material. A pergola under this definition is likely to be exempt from needing a building permit, if it is:

- ✓ Of a height shorter than 3.6m, and
- ✓ Is no more than 2.5m forward of the front wall of the building it is part of, and
- ✓ Does not have a larger floor area than 20m²
- ✓ Meets any other requirements for exemptions — for example, the building must still be designed and constructed to hold the correct loads and be of a design which does not affect any building it is attached to.



Why it's important to be sure of your building permit requirements

Building permits and their requirements, and the exact details of exemptions are complicated matters that are easiest to understand with experience.

For this reason, it's easy to misinterpret the regulations. However, building regulations are not something to be taken lightly. If you are found to have built without a permit, you may receive a fine of over \$10,000, may have issues with insurance and selling the home, and you may even have the works demolished by your local council — not an ideal situation. But it's not all bad news. There are some easy ways to be 100% sure.

How to be sure

The easiest and simplest way to be sure whether your building or structure needs a permit, is to ask the council themselves, or ask an expert (that's where we come in).

Getting in touch with the right people at your local council will allow you to verify exactly whether your building project or outdoor structure needs a permit or not. While this may take some time to get the answers you need, you have it on good authority that the interpretation is correct.

Another option is to talk to an expert — either those who are experienced in designing and constructing patios, pergolas, carports and other outdoor structures. Our experienced and qualified team at Discounted Patios can help you easily determine whether your outdoor project will need a building permit (along with planning permits, council approvals and other third party approvals and licences). And the best part is, we can help you with the entire application and approvals

Planning Permits in Victoria

WHEN DO YOU NEED A PLANNING PERMIT IN VICTORIA?

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Planning permits give you permission to develop or use the land on your property in a special way. You may require this for any extension, renovation or additional dwelling on your property, which can include outdoor living structures.

A planning permit is issued by your local council, and is required before you can obtain the building permit for your project. It sets out the conditions that must be met, alongside a set of plans.

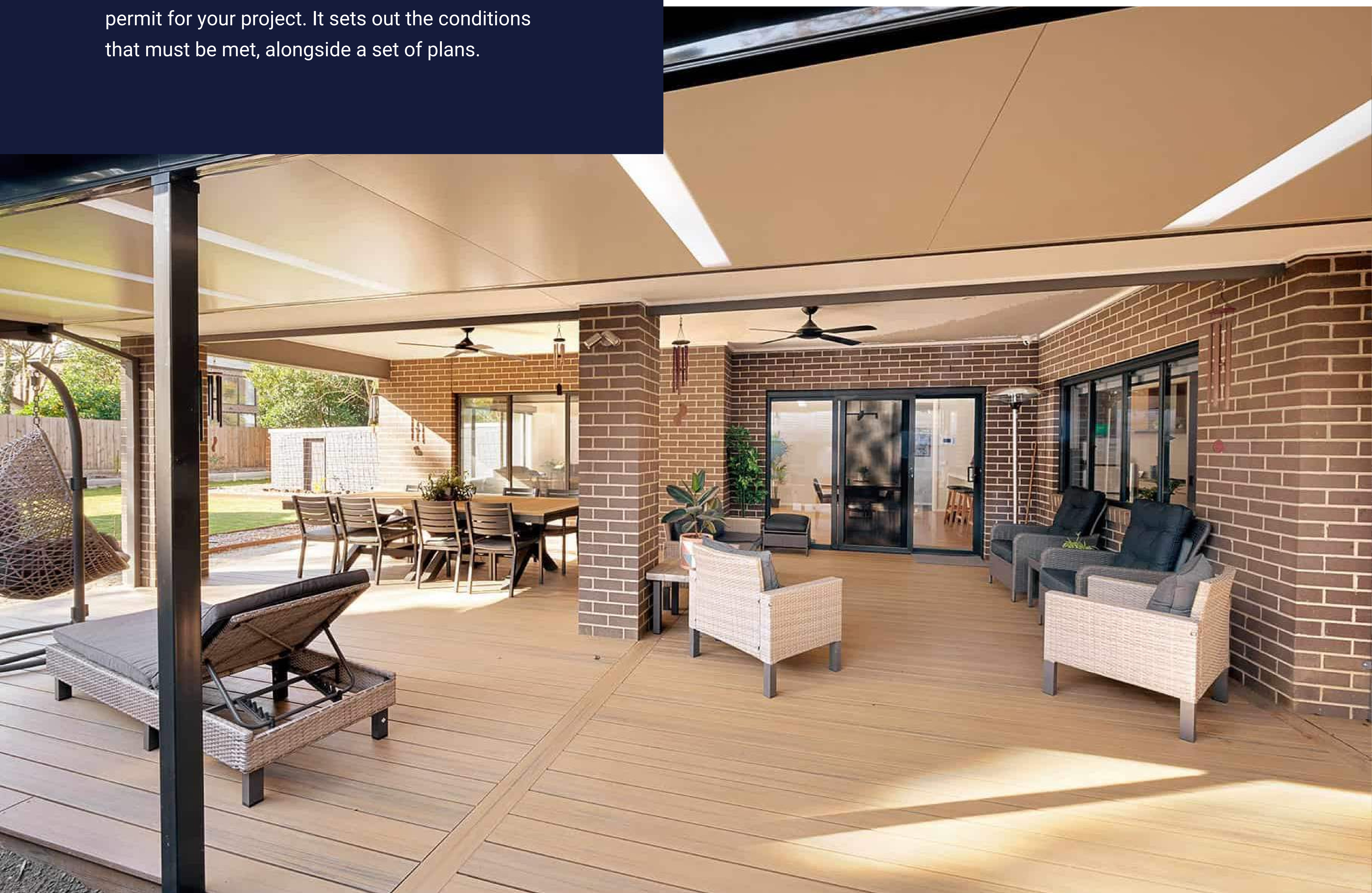
When do you need a planning permit?

Some renovations, extensions and additions to your property will need a planning permit from your local council (or sometimes the Minister for Planning), in addition to building permits.

A building permit relates to the way that the project is constructed, where a planning permit sets out the conditions that must be met, and the plans that must be followed. In many cases, you will need both a planning permit and a building permit.

Even where building permits are not required, a planning permit may be. This includes some of the 'Class 10a' buildings (freestanding buildings which fall under all of the specifications required for exemption from the need for a building permit).

It's quite hard for the 'average person' to determine whether a planning permit is required, so the best advice is to contact your local council directly, or speak to an expert in this field — like the team at Discounted Patios, who can take care of this entire process for you.



Council & other third party approvals

WHAT OTHER PERMITS & APPROVALS MIGHT BE REQUIRED FOR OUTDOOR LIVING PROJECTS IN VICTORIA?

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What other Council and other third party approvals and permits may be needed?

There are a number of council and other third party approvals that you may need, if your project meets certain specifications. For example, you may need special permits for projects that involve tree works, easements, modifications to 'siting regulations', and projects where the building or outdoor structure is located over an asset owned by a local authority, or heritage listing.

How to be sure

As with building permits and council permits, the best bet to be sure if you are not an expert in the field, is to enlist the help and advice of someone who is.

When will you need these permits and approvals?

- ✓ You may need a permit for tree works if your project involves works near a protected tree.
- ✓ You may need special approvals and/or project modifications related to easements, if an easement on your property would be blocked by your project or the finished product (for example, if you would block the flow of stormwater, or make it difficult to carry out maintenance work on the easement/s).
- ✓ If any other overlays affect the works, you may need additional permits for these.
- ✓ If you are looking to modify any of the 'siting' regulations, you may need to apply to your local council for a "Report & Consent" dispensation. Siting regulations are the requirements under the Building Act 1993, which determine the requirements for the siting and design of your home and associated buildings and structures (such as your outdoor living structures). If your project does not meet these requirements, the 'Report & Consent' application to your local council may result in permission to complete the work.



Other things you may need

- ✓ When building a patio, carport or outdoor structure that has a roof, your roofing or associated works will usually require a licensed roofing practitioner to complete the work. This practitioner will also need to complete a Certificate of Compliance if the project is valued at over \$600.
 - ✓ You may need Domestic Building Insurance (DBI) if the project is over \$16,000 in value.
 - ✓ If your outdoor structure project is over \$5,000 in cost, the builder who constructs your project must be registered with the Victorian Building Authority
- And will need to complete the work under a "major domestic building contract" and will need to meet the Victorian State legislation for this work, the Domestic Building Contracts Act 1995.

Applying for a planning permit

The process for applying for your planning permit may vary slightly depending on your location within Victoria, however the general process is as follows:

The process for applying for a planning permit in Victoria

- 1 Provide a copy of your Certificate of Title that is not older than 28 days old, and which includes your lot plan.
- 2 Outline and detail the proposed work in a cover letter, and also include a description of the neighbourhood and site.
- 3 Gather, and provide, the plans for the work. These plans will need to be in full dimensions and drawn to scale (either 1 to 100 or 1 to 200). This plan must show the natural ground level and elevations, the site, and the floor layout.
- 4 Completion of the application form for the Planning Permit, which needs to be lodged alongside the fee and supporting documents, to your local council. (Your local council may have its own additional requirements or processes).



Applying for a building permit (if required)

The process for applying for a building permit in Victoria involves the following steps:

- 1 If you require a planning permit, you must apply for this before applying for your building permit.
- 2 Gather, and prepare all of the supporting documentation that you need for your project's specific circumstances. (If you are unsure about what these are, you can enlist the help of an expert, or contact your local council for guidance).
- 3 Gather and prepare all of the necessary information, documents, plans and drawings for your project. The key items usually required include:
 - a) Architectural and structural drawings — a site plan showing all boundaries, setbacks, easements, existing buildings, proposed work, floor plans, elevations, measurements, general specifications, diagrams and all other details required by your local council for the specific project you are undertaking.
 - b) Soil Report
 - c) Project / Home Owner's Warranty Insurance by the Builder (for domestic building works over \$16,000) or an Owner Builder Certificate, and if required, Certificate of Consent from the Victorian Building Authority).
 - d) Copy of the Title and approved plan of subdivision
 - e) Energy efficiency confirmation
 - f) Manufacturer's Roof Truss computations & Layout.
- 4 Complete an official Application for a Building permit, providing all of the details requested by the application form. (This may vary slightly based on your location within Victoria and other specific factors that relate to your site and work).
- 5 Lodge the completed building permit application form, alongside the application fee, and all supporting documentation required for your project specifics. You will lodge this with your local council.

Applying for Council and third party approvals (if required)

The process will vary for other council and third party approvals your project may require, with the process and information required for each varying by the type of approval, your project specifics, and the requirements of the third party in your local area.

For guidance in these areas, the best process is to take each application or approval required in a step-by-step approach, and consult with those authorities as to what is required, or work with the help of an expert — like the team at Discounted Patios.



Need guidance? Ask our experts

At Discounted Patios, our experienced team are across building permits, planning permits, and other third party approvals, and can help you not only determine what you need, but also can take care of all of this process for you.

Discounted Patios are experienced in creating outdoor living solutions for households across the Melbourne and Greater Melbourne region. Our experienced team are experts in not just designing patios, pergolas, carports and other outdoor living structures. We're also experts in building these and managing the entire approvals process.

Consult with our friendly team about your project, and we can give you all the advice you need about whether or not your project needs building approvals, planning approvals, council approvals or third party approvals. But the best part — when you build with us, we can take care of this entire process for you.

We don't only take this off your plate, saving your hours of research and process, but we also get approvals quicker, due to our experience and project management processes. We've perfected the approvals and permits process down to an artform.



After you've applied: What happens next?

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Want the entire permits and approvals process sorted for you?

After you have applied for all the necessary approvals, permits and licences, you must wait until any required permits and permissions come back before you undertake the work. You may only begin installation of your patio or outdoor structure after you are granted the Building Permit.

When there is further information required for the Building Permit to be issued, you will be contacted by your local authority with a request for further information.

Building permits can take weeks or months to come back, particularly if there is further information required.

Build with Discounted Patios and let us do the work for you..

The Discounted Patios team are experts in everything 'outdoor living'. We are a Victorian business with over 25 years industry experience. Our priority is to make the entire building process easy for you.

With decades of hands-on experience in outdoor living solutions such as verandahs, patios, pergolas and carports. We are highly specialised in all areas of design, construction and installation.

This means that we intimately understand how to create the perfect outdoor living solution for your specific needs. We

Faster approvals with Discounted Patios

Our team gets faster building permits, because of our efficient processes and seamless organisation.

Each project is managed with the highest level of priority, which means we get through each stage of the building permit application quickly and efficiently, resulting in faster building permit turnaround times.

And, for projects in the Melbourne and Greater Melbourne regions, we offer fast delivery and installation services.

You won't need to wait months for your materials to arrive before your project can even begin to be built. Better still, most projects can be built in just one day!

Discounted Patios strive for the fastest turnaround times for every aspect of your new outdoor project — without sacrificing on quality or workmanship — so you can enjoy your enhanced outdoor living lifestyle sooner!

Get in touch with our friendly, passionate team today to get started.