

‘Pergola and Shade Sail’ Information Sheet: A pergola or shade sail is a structure used to create outdoor shade. A pergola is an opened sided structure and has an open weave permeable roof, for example shade cloth, lattice. A shade sail also has an open weave permeable roof that is only tensioned between several anchor points.

What can I build?

Pergolas or shade sails can be freestanding or attached to a dwelling or another structure. A pergola or shade sail may be located up to a side or rear boundary, but no part of the structure may be attached to a dividing fence or protrude over an adjoining property. Care should be taken to ensure that the cover to a pergola or shade sail is designed and located to avoid water runoff into neighbouring properties.

Do I need a Building Permit?

The Building Regulations 2012 state that the construction, erection, assembly or placement of a pergola or shade sail with a floor area of 20m² or less and an overall height of no more than 2.4m do not require a Building Permit.

How long does it take to get a Building Permit?

The *Building Act 2011* sets time frames in which the Shire of Boddington has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified. It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete at the time of submission.

Should further information be required by the Shire of Boddington in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless mutual consent has been granted for a further 21 days.

Uncertified Building Applications

An Uncertified Building Application can be submitted for Class 10 structures, such as pergolas or shade sails.

The Shire of Boddington has up to 25 business days from the date of lodgement to assess the application and issue a Building Permit. The required Certificate of Design Compliance will be issued by the Shire of Boddington as part of the application process.

Certified Building Applications

A Certified Building Application can be submitted for all Classes of structure.

Prior to lodging a Certified Building Application, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance. The Shire of Boddington has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

How long until my permit expires?

A Building Permit is generally valid for two years from the date on which it was granted. If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What happens when I have completed my building works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the Shire of Boddington within seven days.



**Proceed to Building Application Checklist
– PERGOLA AND SHADE SAIL**

BUILDING APPLICATION CHECKLIST – PERGOLA AND SHADE SAIL

BA2 – Uncertified Application

Approvals & Forms	Further Information	Yes	N/A
Planning Approval	Prior planning approval may be required. Please contact Shire of Boddington's Planning Department to ascertain if planning approval will be required for your application.		
Health Approval	Please contact Shire of Boddington's Health Department to ascertain if there are any health requirements for your application.		
Uncertified Application Form	BA2 applications will be assessed within 25 working days of lodgment.		
Fees	Refer to the Shire of Boddington's Fees and Charges at www.boddington.wa.gov.au		
Required Documents	One copy of all documents required	Yes	N/A
Site Plan (Scale 1:200)	Show contour survey and/or spot levels.		
	Proposed finished floor levels and finished ground levels.		
	The distance the proposed structure will be setback from the lot boundaries.		
	Septic systems (if applicable).		
	North Point.		
Floor Plan (Scale 1:100)	Show room sizes and types.		
	Window and door sizes.		
	Types and direction of openings.		
Elevation (Scale 1:100)	The elevation drawings showing natural ground levels.		
	Height of all posts.		
Registered Builder Details or Owner Builder Certificate	Not required if less than \$20,000.		
Building Specifications			
Structural Engineers Detail	If proposed deck is higher than 500mm from natural ground level		
Encroachments/work affecting other land			

This Information Sheet is produced by the Shire of Boddington in good faith. The Shire accepts no responsibility for any ramifications for providing this information, which is correct at the time of writing but subject to change without notice.

The Shire of Boddington collects personal information to process requests, applications and related enquiries. Information may be shared with relevant parties where required or as authorised by law. If the information is not provided, the request or application may not be processed. Further information is available in the Shire's Privacy Statement.

BUILDING APPLICATION CHECKLIST – PERGOLA AND SHADE SAIL

BA1 – Certified Application

Approvals & Forms	Further Information	Yes	N/A
Planning Approval	Prior to lodging a certified building permit application, a development approval (DA) must be granted, <i>if applicable</i> .		
Health Approval	Prior to lodging a certified building permit application, please contact Shire of Boddington's Health Department to ascertain if there are any health requirements for your application.		
Certified Application Form	BA1 applications will be assessed within 10 working days after lodgment.		
Fees	Refer to the Shire of Boddington's Fees and Charges at www.boddington.wa.gov.au		
Required Documents	One copy of all documents required	Yes	N/A
Certificate of Design Compliance	BA3 Certificate of Design Compliance (CDC).		
Plans & Specifications	A copy of all plans & specifications listed in the CDC.		
Technical Certificate	A copy of each technical certificate relied on by the building surveyor.		
Registered Builder Details or Owner Builder Certificate	<i>Not applicable for Class 10b & not required if less than \$20,000.</i>		

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