

Information Sheet

Class 1a structures – Conversion of class 10a buildings (non-habitable) to 1a (habitable)

Applications may be lodged either in person, or via email at: dowshire@dowerin.wa.gov.au

This publication is intended as a general guide only.

Where an exemption from requiring a Building Permit applies, it does not exempt compliance with the Building Code of Australia (BCA), relevant Australian Standards, Local Laws, Planning (Development) approvals and conditions, or any other applicable legislation and statutory requirements.

Important: It is the responsibility of the applicant and/or builder to ensure all necessary approvals, consents, and licenses are obtained prior to commencing any work.

What is a habitable room?

The National Construction Code (NCC) defines a habitable room as any space used for normal domestic activities such as bedrooms, living rooms, lounges, kitchens, dining rooms, family rooms, studies, sunrooms, games rooms.

It defines non-habitable areas as bathrooms, toilets, laundries, storage areas, hallways and corridors, sheds and outbuildings.

Can I convert my non habitable class 10a shed, carport or garage to a habitable room (like a granny flat, games room or other example from above)?

Yes, but only if the proposed space meets the minimum standards in the NCC for a class 1a building. Class 10a buildings are not usually constructed to meet the same requirements as class 1a buildings so most require substantial upgrades.

Do I need a Building Permit?

Yes, conversions from a non-habitable building to a habitable building always requires a building permit.

Fees & levies	
BA1 (Certified)	0.19% of estimated value (min \$110.00)
BA2 (Uncertified)	0.32% of estimated value (min \$110.00)
Building Services Levy	0.137% of value (min \$61.65)
Construction Training Fund (>\$20,000)	0.2% of estimated construction value

Note: All fees must be paid before a Building Permit is issued. Projects over \$20,000 must be completed by a registered builder or approved owner-builder.



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Application Checklist

To apply for a Building Permit, the following documentation is required.

Form BA1 (Certified) or BA2 (Uncertified), signed by all owners	
Accurate estimated construction value (incl. GST)	
Builder's details (must be registered for works >\$20,000)	
CTF Levy form or payment receipt (if >\$20,000)	
Application fee + all applicable State levies	
Owner-Builder approval (if applicable)	
Planning/development approval (if required)	
BAL report and certificate (if applicable)	
Geotechnical report or engineer certified site classification	
Energy report by accredited energy assessor	
Required plans and engineering as detailed below	
Compliance certificates where applicable for existing building – electrical, plumbing, gas, glazing	

Required plans and engineering

Site Plan (1:200 scale)	<p>Include street names, lot number, boundaries, existing and proposed structures, contour lines and / or spot levels, proposed finished floor level, all setbacks, stormwater drainage, sewer/septic locations, embankments or retaining walls, and clearly indicate the North point.</p>
Elevations (min. scale 1:100)	<p>Show all elevations with existing ground level, proposed natural ground level (NGL), finished floor level (FFL), and roof pitch</p>
Structural Engineering Signed by a registered structural engineer. <i>Note: Drawings or certification letter must include both the company and the individual engineers details, registration number and signature.</i>	<p>Each scenario will be slightly different but any existing buildings being utilised in the change of use need to be inspected by a structural engineer and a compliance report provided and any new works require a schedule of materials, member sizes and spans, connection details, hardware/fixings, compliance with BCA/ NCC and Australian Standards. Structural engineers certification is also required to nominate the edition of the NCC and set of structural standards the drawings are designed to comply with including but not limited to AS1170 suite, soil classification, wind rating, earthquake hazard indicator.</p>

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MINIMUM CONSTRUCTION REQUIREMENTS	
Area	Requirement
Facilities	Toilet, shower or bath, wash basin, kitchen sink, food prep space, laundry trough, and space for washing machine
Slab	Built to AS2870 or engineer-certified for habitable use; plastic membrane or waterproofing; 100-150mm above ground; must have drainage
Ceiling Height	2.4m minimum for habitable rooms; 2.1m for bathroom, laundry, corridor
Natural Lighting and Ventilation	Minimum 10% of floor area to habitable rooms as glazed window for natural lighting requirements and minimum 5% of floor area equal in ventilation opening (external window or door) to habitable rooms.
Boundary Setbacks	Minimum 900mm wall to boundary; 450mm to non-combustible eaves
Structural Compliance	Existing structure to be inspected and certified by a qualified registered structural engineer as being structural adequate with current class 1a requirements. Structural inspection report required to be submitted with your application.
Energy Rating Services	Energy report from an accredited energy assessor required. Relocate internal meter boxes to an external wall; provide certificates of compliance for electrical, plumbing, gas and glazing
Smoke alarms	Required to be located in accordance with the NCC requirements and hardwired and interconnected.
Bushfire	If located in a Bushfire Prone Area, a BAL Report is required and where a rating is applicable, the existing building will need to be retrofitted to that standard in accordance with AS3959-2018
Other	Termite protection and management system in accordance with the NCC.