**changes to your property**

**When IS A BUILDING PERMIT REQUIRED TO MAKE CHANGES TO YOUR PROPERTY?**

Building Approval is required for most residential and commercial alterations, additions and renovations.

The only time Building Approval is not required to undertake building work is when they are considered minor in nature and are exempted from requiring approval under the *Building regulations 2012*.

A list of the commonly used exemptions can be viewed on the City's "Sheds, Pergolas and Other Minor Structures" information sheet or the on the City’s website.

Other types of building work which do not require Building Approval are:

* Some repairs, improvements or maintenance work to a building. Please note that this exemption can be misleading at times and the City suggests that you contact Building Services to discuss any work of this nature prior to the building works commencing;
* Construction of building site offices and toilets associated with an approved building permit;
* Construction of a fence, screen or similar, other than a swimming pool fence, which is in accordance with the City's Fencing and Floodlighting Local Law;
* Construction of a mast or antenna attached to a building which is no more than 2m in height, or if free standing is no more than 3m in height;
* Attaching solar panels to a residential building such as a house, shed or the like;
* Installing a roof mounted evaporative cooling unit on a Class 1, 2 or 3 building which is a building normally used for people to sleep in, providing that the building is not located within a bush fire prone area

**WHEN DO I NEED PLANNING approval TO MAKE CHANGES TO MY PROPERTY?**

Generally a Planning Application to the Council will be required when:

* There is a requirement under a town planning scheme for a Planning Application to be made; or
* There is one or more variations to the Residential Design Codes (R-Codes)

More information on Planning Approval can be found on the City's website.

For information relating to the process of lodging a Building Permit, please refer to the City’s “Apply for a Building Permit” information sheet, or visit the City’s website.