

INFORMATION SHEET

Guidelines for Commercial Shop Fit-outs

These guidelines are designed to assist with the submission of an application for a building licence to the City.

It is important that you are familiar with the requirements, in particular submission of essential information, otherwise applications without the accompanying details, fees etc. are not able to be processed and may be returned to the applicant as being incomplete.

Essential Information:

The following information is required to be submitted to enable an application to be processed by the City.

1. Completion of Building Application (Form 2) accompanied with payment of fees as follows:
 - Building licence fees calculated at 0.2% of the estimated value of construction work, exclusive of GST, with a minimum fee being \$85.00.
 - Building and Construction Training Fund Levy (BCITF) calculated at 0.2% of the total value of the construction work, inclusive of GST, where the total value of the work is greater than \$20,000.
 - Builders' Registration Board Levy payable on all applications and being \$41.50. (*As of the 1st July 2011*)
2. Should the application be for a "Food Premises", completion of Health Services Application form accompanied with payment of fees is required. Please refer also to the comprehensive Health Department Guidelines for further details.
3. Two (2) sets of plans and specifications, which include:
 - Site plan (minimum scale 1:200) showing the location of the proposed tenancy/premises.
 - Floor plan/s (minimum scale 1:50) showing dimensioned layout of partition walls, doors, fixed furniture or shelving displays, fixtures and fittings. Include location of any fire fighting equipment (i.e. fire hose reel cabinets, portable fire extinguishers etc.)

- Ceiling plan (minimum scale 1:50) showing layout of emergency lighting/exit signs, smoke detectors and sprinkler system heads.
- Internal elevations (minimum scale 1:50) showing ceiling heights, counter/bench/fixture heights and location of any wall tiling. Include details of the materials, colours and finishes proposed.
- Cross section/s (minimum 1:50) showing ceiling height and head clearances, construction of walls, raised floors and suspended ceiling systems.
- Details of compliance with Building Code of Australia, Volume 1, Part J6 – Energy Efficiency – Artificial Lighting.
- Details of disability access.

General Information:

The application may be lodged by the architect/designer or owner to enable preliminary assessment to be undertaken, however, the Builder's details must be provided including contact names, phone/mobile numbers and e-mail address prior to issuing of the building licence.

The Builders' Registration Board requires builders to be registered should the value of the commercial fit-out work exceed \$20,000. Please refer to the Builders' Registration Board for further details or clarification as to the status of a builder (i.e. 'F' prefix builders may undertake commercial fit-outs, however, are restricted as the work is limited to non-structural components.)

Discussing your application at an early stage can avoid unnecessary delays in the processing of the licence.

A Certificate of Classification is required before the tenancy/premises can be occupied.

Should you require any further assistance with the building application, please contact the City's Building Department on 9399 0111 during office hours of 8.15am – 5.00pm.

Disclaimer: This document is a guide only to the information required for an Application for Building Licence. Further information may be requested upon assessment of your application.

For further information contact the Building Department

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