nhulunbuy corporation

MINOR BUILDING WORKS FORM

PO Box 345 Nhulunbuy NT 0881
T: 08 8939 2200
E: office@ncl.net.au
ABN: 57 009 596 59

Before you complete this form

This form applies to building works that are **exempt from requiring a Building Permit and Occupancy Certificate** under Building Note 114 (BN114).

All proposed works must meet every applicable criterion in the tables below. If any single criterion is not met, the works are not exempt and you must submit a **Building Application Form** to Nhulunbuy Corporation before works commence.

If you are not sure whether your works qualify under BN114, **contact Nhulunbuy Corporation before submitting this form.**

1. PROJECT DETAILS

Name		**Application Date**	
Phone / Mobile Number		**Email**	
Postal Address			
Property Address (where works will be done)			
Street No.		**Lot No.**	
Description of proposed works			

2. BUILDER / INSTALLER DETAILS

Name		**Business Name**	
Phone / Mobile No.		**Email**	
Registration No. (if applicable)		**Postal Address**	

3. DOCUMENTS TO ATTACH

Please attach all relevant documents before submitting this form.

	Document	Attached
☐	Site plan showing property boundaries, distance from boundaries and proposed location of works	☐ Yes ☐ N/A
☐	Drawings or manufacturer's specifications for the proposed structure	☐ Yes ☐ N/A
☐	Excavation Permit Application (if any groundwork is required)	☐ Yes ☐ N/A

4. SELECT YOUR STRUCTURE TYPE

Tick the type that best describes your proposed works. All criteria listed must be met for the exemption to apply. If your works do not meet every criterion for the selected type, you must submit a Building Application Form instead.

Source: Building Note 114

TABLE 1 - Class 10a Structures (non-habitable buildings)

Type	Criteria - ALL must be met	Additional Notes
☐ 1	**Small freestanding structures** Freestanding building or structures that: a) Have a floor area of less than 15m2; and b) Do not exceed 2.5m in height; and c) Are constructed of lightweight materials; and d) Are not connected to plumbing or drainage services; and e) Are not fully enclosed; and f) Are ancillary to a residential building; and g) Are not attached to any other building; and	This approved type is intended to include: • Carports; or • Pool pump enclosures; or • Shade structures with a roof area of less than 15m2; or • Bin enclosures; or • Domestic animal enclosures such as aviaries, dog kennels, chicken coops.

	h) Are only used for storage or domestic purposes.	
☐ 2	**Enclosed storage structures** Freestanding building or structures that: • Have floor area of less than 15m2; and • Do not exceed 2.5m in height; and • Are constructed or lightweight materials; and • Are not connected to plumbing or drainage services; and • Are not attached to any other building; and • Are only used for storage and non-commercial purposes.	This approved type is intended to include: • Affixed shipping sea containers; or • Garden sheds; or • Private garages This approved type does not include trailers, caravans, mobile homes or vehicles registerable under *Motor Vehicles Act 1949*
☐ 3	**Medium-sized freestanding structures** Freestanding buildings or structures that: • Have a floor area of less than 30m2; and • Do not exceed 2.5m in height; and • Have a roof area of less than 15m2; and • Are not connected plumbing or drainage services; and • Are ancillary to a residential building; and • Are not attached to any other building; and • Are not fully enclosed; and • Are used only for storage and non-commercial purposes.	This approved type is intended to include: • Shade structures, pergolas, gazebos, "Bali huts"; or • Green houses/shade houses; or • Domestic animal enclosures such as aviaries, dog kennels, chicken coops. This approved type does not include fully enclosed spaces such as sunrooms; those structures should be treated as class 1a structures and meet the requirements for class 1a structures. This approved type does not include decks. Decks are dealt with separately – see approved type 4 below.
☐ 4	**Decks** Deck structures that: • Have a floor area of no more than 25m2; and • Are not more than 400mm above ground level; and • Are not fully enclosed; and • Do not have a roof; and • Are ancillary to a residential building; and • Are not attached to any other building, or do not affect the integrity of the building to which they are attached.	This approved type does not include fully enclosed spaces such as sunrooms; those structures should be treated as class 1a structures and meet the requirements for class 1a structures. This approved type does not include pergolas, gazebos or other shade structures. Pergolas, gazebos and other shade structures are dealt with separately – see approved type 3 above.

TABLE 2 — Class 10b Structures (non-habitable structures)

Type	Criteria — ALL must be met	Additional Notes
☐ 5	**Fences, screens, gates or similar vertical structures** Vertical structures such as fences, screens or gates: • not including fall barriers or glass panel fences or barriers; and • of no more than 1m in height, if constructed from masonry or other material offering resistance to wind loading; or • of no more than 2.5m in height, if constructed of mesh, tubular or slatted material with a gap ratio of no more than 100mm; or • of no more than 1.8m in height if constructed of light weight cladding or sheet metal.	Fences associated with swimming pools, spas and wading pools must comply with the *Swimming Pool Safety Act 2004* and *Swimming Pool Safety Regulations 2004.*
☐ 6	**Retaining walls** Retaining walls that: a) are of no more than 600mm in height; and b) do not directly provide stability to a building or structure; and c) are not constructed in conjunction with or as part of other building work; and	If the retaining wall is structurally connected to a building, or is part of other building works, a Building Application is required.

	d) do not provide stability to adjoining property; and e) are not to be located on across any registered easements and any water or sewer main.	
☐ 7	**Swimming pools or spas**	Swimming pools or spas must comply with the safety barrier requirements under: • the *Swimming Pool Safety Act 2004*; and the *Swimming Pool Safety Regulations 2004*. Note: in-ground pools are always Group 2 and require a Building Application regardless of BN114.
☐ 8	**Masts, poles, antennas, aerials** Masts, poles, antennas, aerials or similar structures that: a) are of no more than 2m in height above the highest point of the attachment to the building; or b) are not attached to a building and do not exceed a height of 6m above ground level; and c) if built for the purpose of displaying signage, are more than 3m to a street alignment and have a display and are of no more than 6m2.	This approved type is intended to include: • domestic satellite dishes with a diameter of no more than 900mm; or • flag poles; or • netball or basketball hoops; or • football goal posts; or television or fixed wireless antennas
☐ 9	**Rainwater tank** Placed on a slab on ground or a slab built up a maximum of 450mm.	Rainwater tanks must be properly secured in accordance with cyclone requirements for the Nhulunbuy region.

5. DECLARATION

By signing this form, I declare that:

- The works described in this application are Class 10 (non-habitable) works only.
- The works comply in full with the criteria set out in Building Note 114, including size, height, construction type and use limitations.
- The structure is non-habitable, not connected to plumbing or sanitary drainage, and is not attached to another building.
- The works will comply with all applicable requirements of the National Construction Code relevant to Class 10 structures.
- I agree to promptly notify Nhulunbuy Corporation of any changes or variations to the proposed works. Any variation will require submission of an amended Minor Building Works Form.
- I understand that if the completed works do not comply with the criteria under Building Note 114, a retrospective Building Application may be required and compliance action may follow.

Full Name		**Date**	
Signature			

OFFICE USE ONLY			
☐	**Meets criteria of Building Note 114 -** Building Permit and Occupancy Certificate / Certificate of Compliance are NOT required.		
☐	**Does NOT meet Building Note 114 criteria -** Building Permit and Occupancy Certificate / Certificate of Compliance ARE required. Applicant must submit a Building Application Form.		
Application Number		**Date**	
Assessed by		**Signature**	