

# Fact Sheet

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## Owner Builder Work

**Q: I want to build or renovate without hiring a builder. What am I allowed to do?**

**A: There is a category of work called “Low Risk Work by an owner”**

For this category there are no formal building approvals, no requirement for work by licensed builders, but it is limited in its scope. Examples of work that fall into this category are:

- Repairs to habitable buildings
- Small outbuildings, garages, sheds (domestic or commercial) maximum size 36m<sup>2</sup> floor area
- Farm sheds of less than 200m<sup>2</sup> floor area

**Who can do this work?**

The land owner, or persons they hire to do work for them, including tradespersons.

**Steps:**

Before starting any work read the following:

- [Director’s Determination of Categories of Building or Demolition Work](#)
  - [The Explanatory Checklist before using that Determination](#)
- CBOS Fact Sheets which are available at [www.justice.tas.gov.au/building/publications](http://www.justice.tas.gov.au/building/publications):
  - Sheds and similar structures
  - Low Risk Building work by an Owner or Competent Person
  - Consumer Guide to Low Risk Building Work

**Q: I want a bigger shed/ garage than allowed as Low Risk Work by an owner?**

This includes:

- a storage shed or garage of 36m<sup>2</sup> or greater
- a farm shed, of 200m<sup>2</sup> or greater

**A: This is called “Owner-built permitted sheds” and approval needs to be given by CBOS for this work.**

**Who can do this work?**

The main eligibility criterion is owning the land as a ‘natural person’. Refer to the attached checklist of required matters for more details.

### **Approval steps:**

1. You need to apply to CBOS (the Administrator of Occupational Licensing) for permission to build and pay a fee to CBOS.
2. You have to engage a building surveyor (as this is Notifiable Building Work) who will certify the plans and give a copy of your plans to the local Council for its records.
3. You will be issued a letter by CBOS acknowledging that you as the owner are permitted to build that shed.

Your building surveyor will then authorise you to start work on site.

Note that for building sheds you **do not** need:

- To attend a training course or gain a White Card, or to buy public liability insurance.
- Sheds etc. are also **not** counted as owner builder projects and you can build more than two of these structures in a ten year period.

### **Q: I want to build a new home or add a new room to existing etc.?**

#### **A: This is called “Owner Builder Permit work”**

#### **Eligibility criteria apply including:**

- Work is on a Class 1a dwelling only (house, unit).
- Only ‘natural persons’ can own the land – no companies.
- Public Liability Insurance must be purchased.
- Owner builder course must be completed.
- White Card attained must be by permit applicant.
- Number of these projects by owners is restricted to two in ten years.

Refer to the attached checklist of required matters for all details.

### **Approval steps:**

1. Apply to CBOS (the Administrator of Occupational Licensing) for an Owner builder Permit.
2. Pay a Permit application fee to CBOS.
3. Provide proof of completion of the owner builder course etc.
4. Applicant will need to hire a building surveyor.
5. Applicant will also need to apply for a Council building permit *before work can start*.

### **Q: Where can I find more details?**

#### **Two checklists are attached detailing:**

- a) Owner Builder Permit work (e.g. house or unit); and
- b) Owner-built permitted sheds.

## Checklist I - Owner Builder Permit applications

(e.g. to build/ extend a residence – a “Class 1a” building)

Checklist of required matters: (you must answer **Yes to all** to be granted an Owner Builder Permit)

Required criteria for proposed work by the owner	Yes/ No
Building work is on a Class <b>1a</b> building (house or unit) including: <ul style="list-style-type: none"> <li>• a new build; or</li> <li>• on an existing building, an alteration, addition, extension, conversion of a space to a habitable room</li> <li>• repairs or alterations greater than are allowed as Low Risk Work by a home owner. But <b>not</b> work on a Class 1b guest house, bed and breakfast or similar.</li> </ul>	
Applicant is a natural person (not a company)	
Own the land or premises, or have contracted to buy it	
All joint owners have applied and signed application	
Engaged a building surveyor	
Insurance cover obtained (public liability)	
Fee paid to Administrator of Occupational Licensing (CBOS)	
Owner Builder course completed successfully by (at least) one owner	
White Card course (Construction Induction) completed successfully by (at least) one owner	
Is new building work and not just demolition work	
Is <b>not</b> commercial building work	
Is <b>not</b> work on any Class 10 buildings or Class 7b or 8 “farm buildings” (this means sheds, garages, carports, farm sheds or similar)	
Is <b>not</b> Low Risk Work (if the work <u>requires</u> a Certificate of Likely Compliance from a building surveyor it is <u>not</u> Low Risk)	
At the time of application, the applicant (other than as a licensed builder) has <b>not</b> already carried out or managed building work on 2 buildings in the past ten years (sheds, garages or similar are <b>not</b> counted as building projects)	
<b>Outcome</b> When the application is approved, you will be issued with an Owner Builder Permit for the specific owner-builder project(s)	

## Checklist 2 - Owner-built permitted shed licences

(to build non-habitable structures -“Class 10 or 7b” buildings)

Checklist of required matters:

Matter	Required for a Licence?
Work is on any Class 10 or Class 7b or 8 “farm building” (those classes include sheds, carports, garages, farm storage sheds or similar)	Yes
Applicant has to be a natural person	Yes
Own the land or premises, or have contracted to buy it	Yes
Engaged a Building Surveyor	Yes
Is new building work and not just demolition work	Yes
Application Fee paid to Administrator of Occupational Licensing (at Service Tasmania shop)	Yes
All joint owners have applied and signed	No
Insurance cover (public liability)	No
Owner Builder course completed	No
White Card course (Construction Induction)	No
The applicant has not already carried out or managed building work on 2 buildings in the last 10 years	Not relevant to sheds
<p><b>Outcome</b></p> <p>When the application is approved the owner is issued with a “Permit” by the Administrator of Occupational Licensing for building the specific project.</p>	

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