

Fact Sheet

1 March 2019

DOC/19/14498 Version: 3.0

Owner Builder Work

Building or renovating without hiring a builder – Low Risk Work

There is a category of work called “Low Risk Work by an owner”. This type of work does not require an Owner Builder Permit.

This category has no formal building approvals and does not need a licensed builder, but its scope is limited. Examples of work in this category are:

- repairs to habitable buildings
- small outbuildings, garages, sheds (domestic or commercial) maximum size 36m² floor area (prefabricated) and a maximum size of 18m² (non-prefabricated).
- Class 7b farm sheds

Who can do this work?

The land owner, or anyone hired to do work including tradespersons – no Owner Builder Permit required.

Owner building a bigger shed/ garage than allowed as Low Risk Work, or owner considering building a retaining wall or pool

This includes:

- a non-prefabricated shed greater than 18m² and a storage shed or garage greater than 36m²
- Class 8 farm shed
- Class 10 retaining wall
- Class 10 swimming pool

You may apply for an Owner Builder Permit to undertake this work.

Note that Class 7b farm sheds are exempt from the requirement for an Owner Builder Permit.

Eligibility criteria

- Only ‘natural persons’ can own the land – no companies

- Permit applicant must:
 - Purchase public liability insurance to cover a minimum \$5 million liability
 - Hold a White Card

Building a new home or adding a new room to an existing home

You may do this under an Owner Builder Permit.

Eligibility criteria

- Work is on a Class 1a dwelling (house, unit may include garage)
- Only 'natural persons' can own the land – no companies
- Permit applicant must:
 - Purchase public liability insurance to cover a minimum \$5 million liability
 - Complete an Owner builder course within 12 months of applying for the Permit
 - Hold a White Card
- Owners are restricted to two projects in ten years

Who can do Owner Builder work?

The main eligibility criterion is owning the land as a 'natural person'. Refer to the checklist for more details.

Before starting owner builder work

CBOS recommends you read the following:

- [Director's Determination of Categories of Building or Demolition Work](#)
 - [Explanatory Checklist before using that Determination](#)
- CBOS Fact Sheets which are available at www.cbos.tas.gov.au/topics/resources-tools/builders-trades
 - Sheds and similar structures
 - Low Risk Building work by an Owner or Competent Person
 - Consumer Guide to Low Risk Building Work

Owner Builder Permit - approval process

1. Develop your plans with a licensed Building Designer or Architect.
2. Engage a Building Surveyor. This person will certify the plans and give a copy of your plans to the local Council.
3. Complete an Owner Builder course if you are building a Class 1a building (not required for Classes 8, 10a or 10b) and complete a White Card course.
4. Ensure that you have public and construction liability insurance for no less than five million dollars.
5. Complete an application form and ensure that supporting documents are attached.
6. Submit the form to any Service Tasmania shop and pay the relevant fee.
7. If the application is successful, CBOS will issue you a letter of confirmation with a permit number.
8. Apply for a building permit at your local council.
9. Start work only when you have received a building, plumbing and planning permit from your local council and you have provided your Building Surveyor with a Form 39 Start Work Notification and Authorisation - Building Work form and the Building Surveyor has authorised you to start work.

Note: for building Class 10 structures such as sheds and retaining walls you **do not** need to attend a Tasmanian Owner Builder Responsibility course.

Class 10 structures are also **not** counted as owner builder projects and you can build more than two of these structures in a ten year period.

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

(to build or extend a residence – a “Class 1a” building)

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 1a building (house or unit) including: <ul style="list-style-type: none"> • a new build; or • on an existing building, an alteration, addition, extension, conversion of a space to a habitable room • repairs or alterations greater than are allowed as Low Risk Work by a home owner. But not work on a Class 1b guest house, bed and breakfast or similar. 	
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 not commercial building work	
Is not work on any Class 10 buildings or 8 “farm buildings” (this means sheds, garages, carports, farm sheds or similar)	
Is not Low Risk Work (if the work requires a Certificate of Likely Compliance from a building surveyor it is <i>not</i> Low Risk)	
At the time of application, the applicant (other than as a licensed builder) has not already carried out or managed building work on 2 buildings in the past ten years (sheds, garages or any Class 10 structures are not counted as building projects)	
<p>Outcome</p> <p>When the application is approved, you will be issued with an Owner Builder Permit for the specific owner-builder project(s)</p>	

Checklist 2 - Owner-built permitted shed licences

(to build non-habitable structures -“Class 10 or 8” buildings)

Matter	Required for a Licence?
Work is on any Class 10 or 8 “farm building” (those classes include sheds, carports, garages, farm buildings 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	Yes
Insurance cover (public liability)	Yes
White Card course (Construction Induction)	Yes
Owner Builder course completed	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>Outcome</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>	

This document has been produced and published by the Consumer, Building and Occupational Services Division of the Department of Justice. Although every care has been taken in the production of the work, no responsibility is accepted for the accuracy, completeness, or relevance to the user's purpose, of the information. Those using it for whatever purpose are advised to verify it with the relevant government department, local government body or other source and to obtain any appropriate professional advice. The Crown, its officers, employees and agents do not accept liability however arising, including liability for negligence, for any loss resulting from the use of or reliance upon the information and/or reliance on its availability at any time.