



City of Perth



**PUBLIC BUILDING
GUIDELINES**

For owners, operators, builders
and designers

City of Perth

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INTRODUCTION

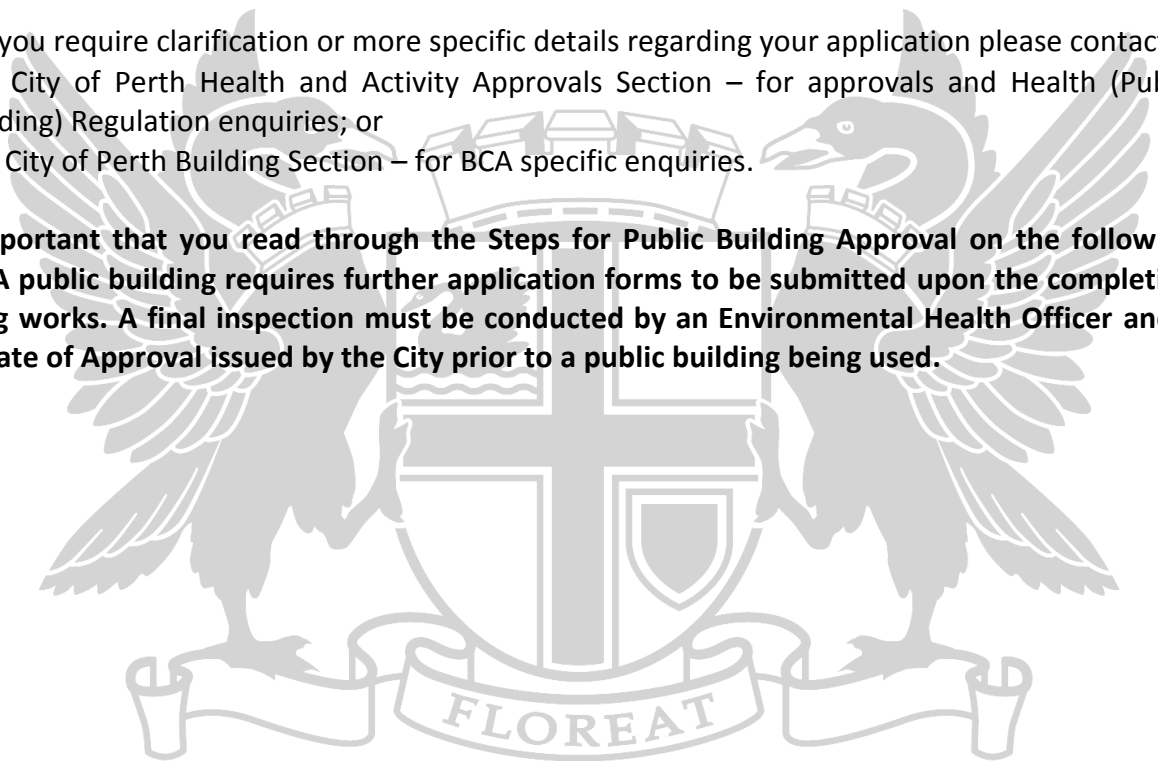
These guidelines have been developed as a *guide* for owners, builders and architects of public buildings based on current legislation.

This document is a guide only, reference should always be made to the relevant legislation to ensure that updated accurate information is submitted with your Building Permit Application

Should you require clarification or more specific details regarding your application please contact:

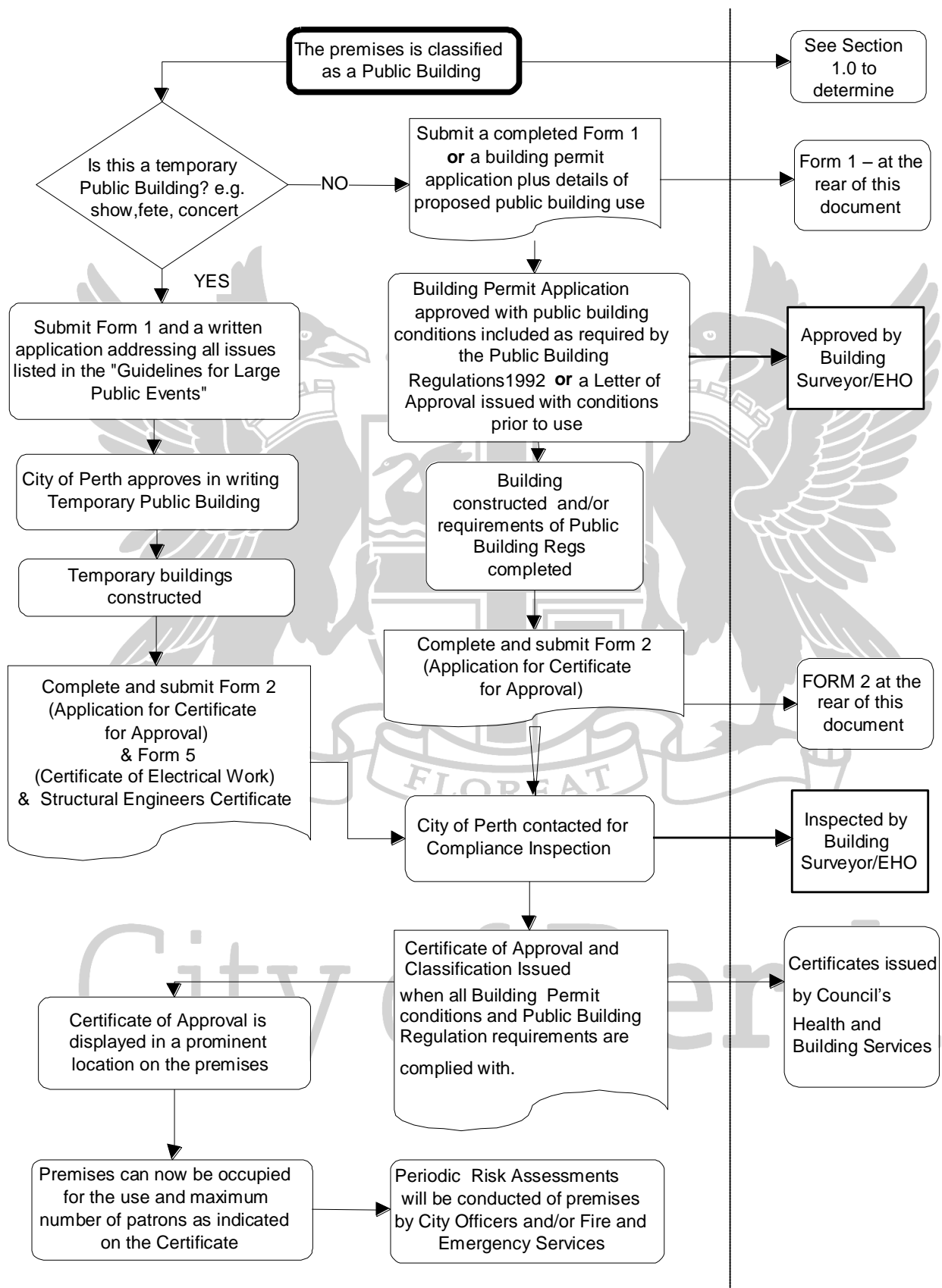
- The City of Perth Health and Activity Approvals Section – for approvals and Health (Public Building) Regulation enquiries; or
- The City of Perth Building Section – for BCA specific enquiries.

It is important that you read through the Steps for Public Building Approval on the following page. A public building requires further application forms to be submitted upon the completion building works. A final inspection must be conducted by an Environmental Health Officer and a Certificate of Approval issued by the City prior to a public building being used.



City of Perth

The Steps for Public Building Approval



1.0 WHAT IS A PUBLIC BUILDING?

1.1 Definition

A “PUBLIC BUILDING” is where members of the public usually or occasionally assemble. The assembly must be a more formal than fortuitous collection of people. The assembly must also be the result of all members acting in concert and by some pre-arrangement having the common intention of congregating at the same time or for the same period, more or less (eg, functions, entertainment).

Buildings that are typically examined and inspected as public buildings under the Health (Miscellaneous Provisions) Act 1911 include:

Amusement Centre	Karaoke Bars or Restaurants
Billiard Centres	Lecture Theatres
Business Colleges	Temporary structures (eg, circus, concerts, shows)
Childcare Centres	Lodge Rooms
Churches	Multipurpose Recreation Centres
Cinemas	Nightclubs
Circuses	Open Air Temporary Stand & Stages
Community Centres, aged, youth etc	Public Swimming Pools
Concert Hall	Pubs, bars and taverns
Convention Areas	Race Courses
Classrooms and Training rooms (non government owned facilities only)	Reception Lodges and Reception
Dance Premises	Show Grounds
Race Tracks	Sporting Club Buildings
Drive-in Cinemas	Temporary Seating Stands
Enclosed Sports Grounds	Theatres
Entertainment Centres	University
Function rooms	Youth Club Buildings
Grandstands	Hotel Beer Gardens (enclosed)
Halls	Gymnasium (classes and group activities)
Hotel Entertainment Areas	
Indoor Sports Courts	

If your type of use is not listed and you are unsure if it is a public building please contact the City’s Health and Activity Approvals Services.

1.2 Exemptions

Some public buildings are exempt from legislation by virtue of Crown ownership or jurisdiction. Eg state schools; pre-primary schools, publicly owned child care centres.

1.3 Scope of Application

- (a) The Regulations apply to permanent buildings and temporary buildings.
- (b) The Health (Miscellaneous Provisions) Act 1911 exempts public buildings that are the subject of a building permit application under the Building Act 2010 from making a separate application under the Health (Public Building) Regulations 1992. Whilst there is no need for a separate application, the person making application for a building permit still needs to demonstrate that the proposed building will comply with the Health (Public Building) Requirements 1992. The City's Building Services may stop the clock on your building permit until such time that compliance with the Health (Public Building) Regulations 1992 is demonstrated.
- (c) Where public buildings are to be constructed, extended or altered and **are not subject to a normal building permit** application needs to be made with the City's Health and Activity Approvals Section. This is achieved by completion and return of Form 1.

2.0 PUBLIC BUILDING DESIGN ELEMENTS

2.1 Construction - general

Compliance with the Building Code of Australia and the Health (Public Building) Regulations is required. The reader should pay particular attention to the '**Important Note**' boxes detailed below

2.2 Maximum Accommodation

The maximum number of persons permitted in a public building is set by a table in the Health (Public Building) Regulations 1992 with limitations set by the following criteria:

- Floor area
- Exits
- Sanitary facilities
- Ventilation

Important Note: It is important that designers of public buildings are aware of these factors and understand the client's expectations with respect to the maximum number of patrons that can be accommodated at a public building.

2.3 Variations

The calculation of floor area for licensed premises may be varied to 0.5m²/person subject to approval from the local government and a counting system approved by the Executive Director Public Health.

2.4 Liquor Licensed Premises Specific

Risk Management Plans in accordance with AS/NZS ISO 31000:2009 must be provided and applied for licensed premises with density ratios between 0.85 and 0.5m²/person.

Important Note: The end user of the building will not receive a Certificate of Approval – (Maximum Accommodation) until a compliant RMP is provided.

2.5 Floor area

This includes the measured floor area (internal wall to wall) of the public building area, where members of the public assemble. It does not include lifts, stairs, ramps, escalators, corridors, hallways, lobbies, storerooms, service ducts, kitchens, stages, offices, sanitary compartments, DJ boxes and staff areas. Areas across and behind the bar (excluding fridges) are classified as public building.

Important note: Total public floor area measurements should be detailed on plans.

FLOOR AREA PER PERSON CALCULATION TABLE (REG. 7(1))

Type of Use	Measurement units m ² per person
Art gallery, exhibition area, museum	4
Auditorium	1
Church, dining room	1
Conference room- unfixed seating	0.5
Gymnasium	3
Hall	1
Indoor sports stadium area	10
Library - reading space	2
- storage space	30
Licensed premises (subject to reg 9A)	0.85
Meeting/conference room	1
School - general classroom	2
- multi purpose hall	1
- trade and practical area: primary	4
secondary	5
Skating rink, based on rink area	1.5
Spectator stand, audience viewing area:	
- bench seating	450 mm/person wide 750 mm deep (minimum)
- fixed seating	450 mm/person wide (minimum)
- seating not fixed	1
- standing viewing area	0.5
Swimming pool based on pool area	1.5

2.6 Exits

- (i) Exits/egress must comply with the BCA (Part D) and the Health (Public Building) Regulation 14, 15 and 16.
- (ii) Exit doors are to swing in the direction of escape (except for sliding doors) and exits should be unobstructed and open onto a road or open space.
- (iii) Where greater than 50 persons are to be accommodated in any area, at least two exit points from the room shall be provided.

Important note: It is important that you know the maximum number of patrons to be accommodated at the public building to ensure that appropriate exit width provisions are achieved.

2.7 Ventilation

- (i) Ventilation must comply with the BCA – Part F and the Health (Public Building) Regulation 17.
- (ii) Ventilation must be mechanical or natural. In the case of mechanical ventilation, systems must comply with the Australian Standard 1668.2
- (iii) Where applicable a kitchen exhaust hood is to be provided where the cooking apparatus, in a commercial kitchen, has a total maximum electrical power input exceeding 8kW or a total gas power input exceeding 29 MJ/h.

Important note: It is important that you include mechanical services information as part of your application.

2.8 Sanitary Facilities

Sanitary conveniences must comply with the BCA – table F2.3 and table F2.4 (facilities for disabled persons).

Important note: clearly denote sanitary convenience fixtures on the floor plans submitted and clearly denote male, female and universal.

2.9 Seating Arrangements

- (a) Except with the approval of the City of Perth all seats used for seating audiences in a public building shall be securely fixed to the floor unless fastened together in groups of not less than 4 seats,
- (b) Where seats are arranged in regular rows the seats shall be arranged so that:
 - (i) aisles are provided on both sides of every row of seats that exceeds 10 seats in length;
 - (ii) the number of seats in a row between aisles shall not exceed 42 seats; and
 - (iii) dead end rows shall not extend beyond 10 seats

Important note: More onerous than the BCA - detail clearly on plans

2.10 Aisles

- (a) Every aisle shall have direct access to an exit.
- (b) Any transverse aisle –
 - (i) shall be of uniform width; and
 - (ii) shall be on the same level and free from steps or obstructions.

Important note: More onerous than the BCA - detail clearly on plans

2.11 Guard Rails and Balustrades

Adequate enclosing wall or guard rails to be provided around the edges of raised or tiered seating and at any change in level which may present a hazard to the public. Generally, balustrades to be positioned 865 mm above floor level. Refer to BCA specification D2.16 for further details of balustrade dimensions and placing.

Important note: More onerous than the BCA - detail clearly on plans

2.12 Handrails

Steps and landings are to be provided with hand rails on each side unless the City of Perth otherwise approves. Generally, handrails to be positioned 865 mm above floor level or nosings of steps, and a minimum of 50 mm away from walls. Refer to BCA specifications D2.17 for further details of handrail dimensions and placing.

Important note: More onerous than the BCA - detail clearly on plans

2.13 Exit Signs

To comply with the BCA. Need to be illuminated with battery back-up and position only over doors that have approved locking devices.

2.14 Door Latches

To comply with the BCA and Public Building Regulations in the following scenarios:

- a) Where a building is intended to accommodate more than 400 people it shall be fitted with panic bolts.
- b) Manually operated sliding doors are permitted only where the maximum occupancy does not exceed 50 people

Important note: To comply with the BCA and also with the more onerous specific Health (Public Building) Regulation requirements. To be detailed clearly on plans.

2.15 Lighting

2.14.1 Emergency Lighting - to comply with the BCA.

2.14.2 Safety Lighting –

To comply with the BCA. In addition any public building or any area of public building open to the public when normal lighting is dimmed or extinguished shall be provided with permanent effective safety lighting for:

- (a) foyers and passages.
- (b) floors that are ramped at an inclination steeper than 1 in 12.
 - main aisles between blocks of fixed seats.
 - the tread of each step.

Important Note: More onerous than BCA – detail clearly on plans:

2.14.3 Illumination of Passages

The building is to be equipped with lights sufficient to illuminate the exterior exits and passages leading to public thoroughfares. Such lights are to:

- (a) have a minimum horizontal illuminance of one (1) lux.
- (b) be illuminated at all times when the premises are open to the public.

Important Note: More onerous than BCA – detail clearly on plans:

2.16 Fire Equipment / Control

Smoke control devices to comply with the BCA.

2.17 Certificates to commence use of a Public Building

The building is not be used until issued with an '*Occupancy Permit*' from the City's Building Services and a '*Certificate of Approval*' from the City's Health Services once constructed, altered or extended. It is an offence to allow the public to use a public building prior to these certificates being issued. The City's Environmental Health Officers are available to answer any queries on this matter.

2.18 Open Fires

Open fires shall only be approved subject to safety aspects. The WA Fire Brigades Board can be contacted for advise on types of appliances acceptable for use in a public building.

2.19 Stage Curtains and Equipment

- (a) Stage curtains or other decorative materials in a public building must be non-flammable or rendered non-flammable by a method approved by the Executive Director, Public Health.

Note: the fire retardant treatment may diminish after washing or dry-cleaning the material.

- (b) Lights and apparatus shall be fixed and arranged so that they do not cause a fire hazard or become liable to damage by the movement of the proscenium curtain or safety screen.
- (c) Suspended stage battens, grids and any other equipment to be in good order and anchored to prevent swaying.
- (d) Stage or effect light fittings suspended above the audience must be fitted with safety chains.

2.20 Food Preparation Areas, Serveries and Bars

Where food handling and preparation is conducted in a public building or where beverages are to be served from a bar, the area must be constructed and fitted out in accordance with the Health (Food Hygiene) Regulations 1993 and to the satisfaction of Council's Health Service and any other relevant authorities (eg, Office of Gaming, Racing and Liquor). Please contact Council's Health Service for further information regarding food premises and the approval procedure.

2.21 Evacuation Plans

Prior to opening the premises to the public, an approved 'Emergency Plan' in compliance with 'AS/NZS 3745:1995 - Emergency Control Organisation and Proceedings for Buildings', will be required for all:

- *Cinemas*
- *Liquor licensed public buildings*
- *Public buildings where 1000 or more people may gather*
- *and any other such building deemed by the local government.*

The plan must also incorporate a risk management plan for the premises that has been developed in accordance with AS/NZS 4360.

2.22 Maintenance of Emergency Evacuation Lighting

The following is a summary of the requirements of Australian Standard 2293 Emergency Evacuation Lighting in Buildings Part 2, maintenance procedures.

Summary of AS2293 - Part Two

6 Monthly

- Turnoff the power to simulate a power failure
- Ensure all emergency lighting and exit signs are operating
- Any defective signs or lights should be repaired
- Restore the power and check that the battery charger operation indicators function correctly.

12 Monthly

As for 6 months, however the simulated power failure should be for a period of 90 minutes. Clean all reflective surfaces and clean diffusers.

Log Book

The maintenance log book must be kept on the premises at all times

2.23 Heaters

Elements should be no less than 2.1m from the floor and 0.6m from the ceiling and designed to protect public safety.

2.24 Fire Equipment / Control

All fire alarms, extinguishers, hydrants, telephones and any other fittings and appliances necessary for the prevention or extinguishment of fires are to be maintained in good working order and regularly tested as required

Smoke control devices will be required in compliance with the BCA E2. Where the floor area is less than 500m sq. the smoke control devices provided shall conform with the standard for 1000m sq. floor area in the BCA.

3.0 LOCAL GOVERNMENT APPROVAL PROCESS

3.1 Planning Approval Requirements

The suitability of your proposed business will be assessed (your chosen location), in relation to the zoning, amenity, parking requirements and any other relevant planning details. A **'Development Application Form'** is required to be submitted to Council and Planning approval received, before seeking building permit approval.

Once a development application has been submitted and all of the necessary support information has been provided, this sub-process should take between 2-6 weeks.

3.2 Pre-construction Building Requirements

Once planning approval has been obtained, you will require a **Building Permit** prior to commencing any construction and fit-out works. The Plans that you submit with your building permit application will need to demonstrate compliance with the BCA and with the Health (Public Building) Regulations 1992. **To prevent lengthy delays and incurring additional drafting costs, it is imperative that you provide a copy of this guide to your appointed builder/building certifier etc. If you do not, it is likely that the Health (Public Building) Regulation requirements will be overlooked, resulting in delays with your approval.**

Your Building Permit application will be assessed by one of the City's Building Surveyors and Environmental Health Officers to ensure compliance with the respective legislation. Your Building Permit will not be issued until both legislative requirements have been satisfied.

For temporary Public Buildings not requiring a Building Permit, applicants need to complete and return a Form 1 application (see appendix 1).

3.3 Post-construction Certification Requirements

The building is not to be occupied until the following certification is issued by the City:

3.3.1 *'Occupancy Permit'* – this permit is issued by the City's Building Surveyors and confirms that appropriate evidence that the building complies with the Building Act 2008 and BCA has been achieved.

3.3.2 *'Certificate of Approval'* – this certificate is issued by the City's Environmental Health Officers and confirms that an Environmental Health Officer has conducted an inspection of the building. From the inspection, the Environmental Health Officer calculates the maximum number of patrons that the building can accommodate at any one time.

To obtain a Certificate of Approval the applicant needs to complete an online inspection request. This applies for Permanent Public Buildings only. For temporary Public Buildings, applicants need to complete and return a Form 2 application (see appendix 2).

4.0 REFERENCES

4.1 A copy of the Health (Public Building) Regulations 1992 can found at www.slp.wa.gov.au.







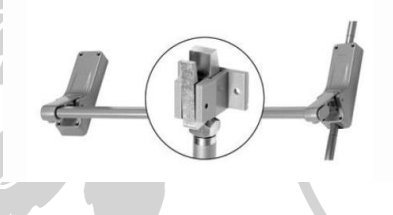



4.2 A copy of the Building Code of Australia can be found at www.abcb.gov.au/Resources/

4.3 Prescribed Application Forms – See appendix 2



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APPENDIX 1 – Locking Devices


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<p style="color: red; font-size: 2em; text-align: center;">X</p>	<p>Cabin hook</p>	<p>Barrel bolt</p>	<p>Hasp and Staple</p>	<p>Dead Lock</p>	<p>Pad Bolt</p>
<p style="color: black; font-size: 2em; text-align: center;">✓</p>					
	<p>Strap bolt</p>	<p>Panic bar</p>	<p>Espagnolette</p>	<p>Auto dead latch with lever escape</p>	<p>Snib lock</p>

APPENDIX 2 – Prescribed Forms

Please go to our website to download the latest version of Form 1, Form 2, Form 3 and Form 5.

<https://www.perth.wa.gov.au/planning-development/planning-and-building-tools/application-forms-planning-development-building-and>

The forms look like this and are available for completion via fillable pdf format.

 **City of Perth**
 Council House, 27 St George's Terrace
 GPO Box C120, Perth Western Australia 6839
 Phone: (08) 9461 3218
 info.city@cityofperth.wa.gov.au
 www.perth.wa.gov.au

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING
 Schedule 2, Form 1 (Reg. 4)
 HEALTH (Miscellaneous Provisions) ACT 1911
 HEALTH (PUBLIC BUILDING) REGULATIONS 1992

I, being the Owner/Agent, hereby apply under Section 176 of the Health Act to construct or alter or extend a public building:

Premises Details
 Name of: _____
 Location No: _____ Street: _____
 Town/Suburb: _____
 Nearest Cross Street: _____
 Intentions for Use: _____


In support of this application I hereby submit plans and detail as required together with the prescribed fee.
 By ticking this box I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:
 The Owner, Occupier, Manager, Trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signed: _____
 Owner/Agent Name: (please print) _____
 Address: _____
 Telephone: _____
 Email: _____
 Date: (dd/mm/yy) _____

This form is available in alternative languages and formats on request

F0123 (01/08/17) HAA Reserve/Footpath Usage/ Event file

 **City of Perth**
 Council House, 27 St George's Terrace
 GPO Box C120, Perth Western Australia 6839
 Phone: (08) 9461 3218
 info.city@cityofperth.wa.gov.au
 www.perth.wa.gov.au

APPLICATION FOR CERTIFICATE OF APPROVAL
 Schedule 2, Form 2 (Reg. 5)
 HEALTH (Miscellaneous Provisions) ACT 1911
 HEALTH (PUBLIC BUILDING) REGULATIONS 1992

I, being the Owner/Agent/Occupier, hereby apply under Section 178 of the Health Act for a Certificate of Approval in respect of:

Premises Details
 Name: _____
 Address: _____
 Nearest Cross Street: _____
 Intended Use: _____

Alteration /construction/extension of which was completed on _____
 in accordance with your approval granted on _____

By ticking this box I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only

NOTE: The owner, occupier, manager, trustee or other person (agent) by whose authority such public building is intended to be altered, built, created or converted thereto may sign this notice.

Signed: _____
 Owner/Agent Name: (please print) _____
 Address: _____
 Telephone: _____
 Email: _____
 Date: (dd/mm/yy) _____

This form is available in alternative languages and formats on request

F0124 (02/08/17) HAA Reserve/Footpath Usage/ Event file

 **City of Perth**
 Council House, 27 St George's Terrace
 GPO Box C120, Perth Western Australia 6839
 Phone: (08) 9461 3218
 info.city@cityofperth.wa.gov.au
 www.perth.wa.gov.au

APPLICATION FOR VARIATION OF CERTIFICATE OF APPROVAL
 Form 3 (Reg. 9)
 HEALTH (Miscellaneous Provisions) ACT 1911
 HEALTH (PUBLIC BUILDING) REGULATIONS 1992

I, being the Owner/Agent, hereby apply for a variation of Certificate of Approval in respect to:

Premises Details
 Name: _____ of
 Address: _____
 Nearest Cross Street: _____
 Reason for this variation from the existing Certificate of Approval is: _____

In support of the application I tender the following details as required:

By ticking this box I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only

Signed: _____
 Owner/Agent Name: (please print) _____
 Address: _____
 Telephone: _____
 Email: _____
 Date: (dd/mm/yy) _____

This form is available in alternative languages and formats on request

F0125 (02/08/17) HAA Reserve/Footpath Usage/ Event file