Template:

Certified Building Application Checklist

**A certified application (BA1) is where a BA3 – Certificate of Design Compliance has been included with the application. Class 1b and Class 2-9 buildings must be lodged as certified applications.**



**Advisory Note**

This list is not a completed list of all requirements but is a general guide of the minimum information required.

Please note, each Local Government may require applications to be submitted in accordance with their operational requirements. For example, this may include sets of plans to be submitted at a certain scale and size, electronic lodgement etc.

It is recommended to check with your Local Government prior to submitting your application.



**Prescribed Approvals**

|  |  |  |
| --- | --- | --- |
| **Prescribed Approval** | **Provided** | |
| *N/A* | *Yes* |
| **Planning Approval –** if the building work is development defined in Section 4 of the Planning and Development Act 2005. Check with your Local Government whether Planning Approval is required. |  |  |
| **Health Approval –** if the building work involves the construction or installation of any apparatus for the treatment of sewerage (e.g. effluent disposal system) as defined in the Health (Miscellaneous Provisions) Act 1911. |  |  |
| **Aquatic Approval –** if the building work involves the construction, alteration or extension of an aquatic facility as defined in the Health (Aquatic Facilities) Regulations 2007 regulation 4, the approval required under Part 2 Division 1 of those regulations. |  |  |



**Application Forms (BA1 – Application for BuildinG Permit – Certified)**

Application forms and guides are available from the website of Building & Energy – [www.commerce.wa.gov.au/building-commission](http://www.commerce.wa.gov.au/building-commission).

|  |  |  |
| --- | --- | --- |
| **Application Form** | **Provided** | |
| *N/A* | *Yes* |
| **BA1 – Application for Building Permit – Certified** |  |  |



**Fee Payable**

All applicable fees are available from the website of Building & Energy – [www.commerce.wa.gov.au/building-commission/building-act-fees](http://www.commerce.wa.gov.au/building-commission/building-act-fees).

|  |  |  |  |
| --- | --- | --- | --- |
| **Prescribed Fees** | | **Provided** | |
| *N/A* | *Yes* |
| **CTF Levy –** payable when the value of works is above $20,000 (inc. GST). A CTF levy form is to be submitted with your application. If paying online a CTF receipt of payment is to be submitted. <https://bcitf.org/my-account/login>. | CTF Levy Form |  |  |
| CTF Online Receipt |  |  |
| **Building Services levy –** this will vary according to the type of application and where applicable, the value of building works undertaken (inc. GST). | |  |  |

**Note –** There is a legislated fee payable to the Permit Authority for the lodgement of a Building Permit.



**Certification of Design Complance (BA3)**

|  |  |  |
| --- | --- | --- |
| **Certification of Design Compliance (CDC)** | **Provided** | |
| *N/A* | *Yes* |
| **BA3 –** all plans and documents listed on the CDC (under section 3), must be submitted with the application. |  |  |

**Note –** the Building Surveyor (that issues the CDC) must be registered under the Building Services (Registration) Act 2011, with the appropriate practitioner level.



**Home Indemnity Insurance Certificate**

|  |  |  |
| --- | --- | --- |
| **Prescribed Approval** | **Provided** | |
| *N/A* | *Yes* |
| **Registered Builders –** all residential building permit applications, with a value of construction that exceeds $20,000 (inc. GST) must be covered by Home Indemnity Insurance. |  |  |
| **Owner Builder –** not required to obtain Home Indemnity Insurance. |  |  |
| **Owner Builder Certificate -** if the value of works as part of an Owner-builder Approval are $20,000 (inc. GST) or more and you are not a registered building contractor or engaging a registered building contractor it is necessary to apply to the Building & Energy for an Owner-builder Certificate. |  |  |

**Note –** Home Indemnity Insurance is not required for ‘associated works’ such as building a swimming pool, carport, pergola, fence, and landscaping.

**Note –** Owner-builder Certification application forms are available from the website of Building & Energy – [www.commerce.wa.gov.au/building-commission](http://www.commerce.wa.gov.au/building-commission).



**Work affecting other land**

It is a requirement to declare whether the building work proposed encroaches or adversely affects other land (part 4 and 5 of the BA1 application form). Adversely affecting land includes:

* Reduce the stability or bearing capacity of the land or a building or structure on the land; or
* Damage, or reduce the structural adequacy of, a building or structure on the land; or
* The changing of the natural site drainage in a way that reduces the effectiveness of the drainage of the land or existing or future buildings or structures on the land;

|  |  |  |
| --- | --- | --- |
| **Work affecting other land** | **Provided** | |
| *N/A* | *Yes* |
| **Consent from affected land owner (BA 20; or Building & Energy Pro Forma Statement of Work Authority Affecting Other Land signed by a Registered Building Practitioner – with full name and registration number.)** |  |  |
| **Court Order** |  |  |

**Note –** if you have ticked yes to either part 4 or 5 of the BA1 application form, then you must complete details on part 4 and/or part 5 of the form and obtain consent from the affected land owner(s), or a court order, before a building permit can be granted for the building works.



**Who is completing this checklist?**

|  |  |
| --- | --- |
| **Person Completing this Form** | **Yes** |
| **Applicant** |  |
| **Property Owner** |  |
| **Builder** |  |