**Applicant Name:** _____

**Address to which the Application applies:** _____

**Date of Application:** _____

# Certified Building Application Checklist

A certified application (BA1) is where a BA3 – Certificate of Design Compliance has been included with the application. Class 1b (boarding house, guest house or hostel) and Class 2-9 (apartments, commercial, industrial, etc) 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. Further information may be required upon assessment of the application.

## FEE PAYABLE

All applicable fees are available from the website of Building & Energy – Building approvals - fees.

| **Prescribed Fees** | **Provided** | |
|---|---|---|
| | N/A | Yes |
| **CTF Levy –** payable when the value of works is above $100,000 (inc. GST). A CTF payment receipt is to be submitted. https://bcitf.org/my-account/login. | ☐ | ☐ |
| **Building Services levy** – this will vary according to the type of application and where applicable, the value of building works undertaken. | ☐ | ☐ |

Note **–** There is a legislated fee payable to the Construction Training Fund (CTF).

## APPLICATION FORMS (BA1 - APPLICATION FOR BUILDING PERMIT - CERTIFIED)

Application forms and guides are available from the website of Building & Energy – Building approvals – forms.

| **Application Form** | **Provided** | |
|---|---|---|
| | *N/A* | *Yes* |
| **BA1 – Application for Building Permit – Certified** | ☐ | ☐ |
| **Ensure ALL owners have signed, use multiple pages for more than one owner** | ☐ | ☐ |
| **Ensure sections 3, 4 and 6 have been signed** | ☐ | ☐ |

## 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**<br>If you are carrying out building work as an owner-builder and:<br>• the value of the work is **$20,000 (including GST) or more**, or<br>• $**50,000 (including GST) or more** for a **Class 10a** structure (such as a shed, garage or carport),<br>and you are not a registered building contractor or not engaging a registered building contractor, you must obtain an Owner-Builder Approval from Building and Energy before applying for your building permit. | ☐ | ☐ |

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

**Note** – Home Indemnity Insurance is not required for a Class 1b or Class 3 building that is to be enrolled as a Specialist Disability Accommodation (SDA) building under the *National Disability Insurance Scheme (Specialist Disability Accommodation) Rules 2020*. A person applying to construct a Class 1b or Class 3 SDA building must include a statutory declaration that the owner intends for the building to be enrolled and used as an SDA building.

**Note** – Owner-builder Certification application forms are available from the website of Building & Energy – Owner-builder approval.

## CERTIFICATION OF DESIGN COMPLIANCE (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.

## 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. | ☐ | ☐ |

## WORK AFFECTING OTHER LAND

It is a requirement to declare whether the building work proposed encroaches or adversely affects other land (parts 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 (BA20; 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 5 of the form and obtain consent from the affected landowner(s), or a court order, before a building permit can be granted for the building works.

## BUSHFIRE AREAS

Most building works that fall within a designated bushfire prone area must comply with the bushfire construction requirements of the Building Code of Australis (BCA) and Australian Standard 3959 – 2009. These provisions include specific bushfire construction requirements for the following classes of residential and commercial buildings:

- Class 1;
- Class 2;
- Class 3;
- Class 9 vulnerable use buildings; and
- Class 10a buildings and decks associated with a class 1, 2, 3 or 9 vulnerable use building.

If proposing one of the listed classes of buildings above in a Bushfire Prone Area you will require a Bushfire Attack Level (BAL) certificate & report (**the bushfire management plan required for the development application is not the same**). A BAL is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact. Determining the BAL for the property will require an assessment by an appropriately accredited professional. To view the map of bushfire prone areas, please visit the website of the Department of Fire and Emergency Services – https://maps.slip.wa.gov.au/landgate/bushfireprone

| **BAL Report** | **Provided** | |
|---|---|---|
| | *N/A* | *Yes* |
| **A Bushfire Attack Level Certificate –** prepared by a suitably qualified practitioner. Must be less than 12 months old. | ☐ | ☐ |
| **A Bushfire Attack Level Report –** prepared by a suitably qualified practitioner. | ☐ | ☐ |

## WHO IS COMPLETING THIS CHECKLIST?

| **Person Completing this Form** | |
|---|---|
| Applicant | ☐ |
| Property Owner | ☐ |
| Builder | ☐ |
| Building Surveyor | ☐ |
| Other _____ | ☐ |