

**Applicant Name:** \_\_\_\_\_

**Address to which the Application applies:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

## Uncertified Building Application Checklist

An uncertified application is submitted to the Local Government without a certification of design compliance and can only be made for Class 1a and Class 10 buildings and incidental structures. Class 1b (boarding house, guest house or hostel) and Class 2-9 buildings (apartments, commercial, industrial, etc) 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
<b>CTF Levy</b> – payable when the value of works is above \$100,000 (inc. GST). A CTF payment receipt is to be submitted. <a href="https://bcitf.org/my-account/login">https://bcitf.org/my-account/login</a> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Services levy</b> – this will vary according to the type of application and where applicable, the value of building works undertaken.	<input type="checkbox"/>	<input type="checkbox"/>

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

### APPLICATION FORMS (BA2 - APPLICATION FOR BUILDING PERMIT - UNCERTIFIED)

Application forms and guides are available from the website of Building & Energy – [Building approvals](#) – forms.

Application Form	Provided	
	N/A	Yes
<b>BA2 – Application for Building Permit – Uncertified</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ensure ALL owners have signed, use multiple pages for more than one owner</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ensure sections 3, 4 and 6 have been signed</b>	<input type="checkbox"/>	<input type="checkbox"/>

## HOME INDEMNITY INSURANCE CERTIFICATE

Prescribed Approval	Provided	
	N/A	Yes
<b>Registered Builders</b> – all residential building permit applications, with a value of construction that exceeds \$20,000 (inc. GST) must be covered by Home Indemnity Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owner Builder</b> – not required to obtain Home Indemnity Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owner-Builder Certificate</b> If you are carrying out building work as an owner-builder and: <ul style="list-style-type: none"> <li>the value of the work is <b>\$20,000 (including GST) or more</b>, or</li> <li><b>\$50,000 (including GST)</b> or more for a <b>Class 10a</b> structure (such as a shed, garage or carport),</li> </ul> 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.	<input type="checkbox"/>	<input type="checkbox"/>

**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 – [Owner-builder approval](#).

## PRESCRIBED APPROVALS

Prescribed Approval	Provided	
	N/A	Yes
<b>Planning Approval</b> – 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Approval</b> – 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aquatic Approval</b> – 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.	<input type="checkbox"/>	<input type="checkbox"/>

## DOCUMENTS REQUIRED FOR ASSESSMENT

Working drawings	Provided	
	N/A	Yes
Minimum scale of 1:100 – including a site plan, floor plan, elevations, electrical plans, cross section and boundary wall details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings	Provided	
	N/A	Yes
Structural drawings signed by a Practising Structural Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Soil classification signed by a Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Other documents	Provided	
	N/A	Yes
Energy efficiency documentation	<input type="checkbox"/>	<input type="checkbox"/>
Termite Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
List of standard specifications	<input type="checkbox"/>	<input type="checkbox"/>

## WORK AFFECTING OTHER LAND

It is a requirement to declare whether the building work proposed encroaches or adversely affects other land (parts 2 and 3 of the BA2 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.)	<input type="checkbox"/>	<input type="checkbox"/>
Court Order	<input type="checkbox"/>	<input type="checkbox"/>

**Note** – if you have ticked yes to either part 2 or 3 of the BA2 application form, then you must complete details on part 2 and 3 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 Australia (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
<b>A Bushfire Attack Level Certificate</b> – prepared by a suitably qualified practitioner. Must be less than 12 months old.	<input type="checkbox"/>	<input type="checkbox"/>
<b>A Bushfire Attack Level Report</b> – prepared by a suitably qualified practitioner.	<input type="checkbox"/>	<input type="checkbox"/>

## WHO IS COMPLETING THIS CHECKLIST?

Person Completing this Form	
Applicant	<input type="checkbox"/>
Property Owner	<input type="checkbox"/>
Builder	<input type="checkbox"/>
Building Surveyor	<input type="checkbox"/>
Other	<input type="checkbox"/>