

BUILDING APPROVAL CERTIFICATE Checklist & Requirements



1 Bold Park
Drive Floreat
WA 6014
Telephone: 9347 6000

ALL FORMS, FEES AND INFORMATION LISTED BELOW MUST BE PROVIDED AT LODGEMENT OF PERMIT APPLICATION.

ALL FEES TO BE PAID AT TIME OF LODGEMENT (Non-compliance will result in the application not being accepted)

App	Office	Building Approval Certificate - (BA14)
<input type="checkbox"/>	<input type="checkbox"/>	Completed BA13 Application Form (Class 1-10 & buildings that do not require an occupancy permit - all elements to be completed & all owners signatures required) <ul style="list-style-type: none"> • Unauthorised work • Completed new building
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Letter of Planning Approval (where required)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Building Compliance (BA18 - Existing Buildings) - Completed by a Building Surveying Contractor/ Practitioner
<input type="checkbox"/>	<input type="checkbox"/>	2 Copies of all documents referenced on BA18 Certificate of Building Compliance
<input type="checkbox"/>	<input type="checkbox"/>	CTF Receipt (receipt for proof of payment paid directly to CTF required for all works over \$20,000) www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy
<input type="checkbox"/>	<input type="checkbox"/>	Notice and request for Consent to Encroach (BA20 - where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Court Order Must be obtained where adjoining neighbours consent has not been given to work or work affects their land - where applicable

PLEASE NOTE:

- Application form must have all signatures
- Company owned properties require authorised signatory proof (e.g. Company Deeds or Bank documentation)
- Copy of an offer and acceptance form signed by all vendors and purchases of the land/ company may be accepted

APPLICATION DETAILS	
Application Number:	Contract Value of Building Approval (incl GST): \$
Property Address:	

FEE SCHEDULE

Permit fee (minimum charge \$110.00)	\$
Unauthorised Works - Completed (minimum charge \$110.00) x 0.38% of Estimated value of Works	\$
Building Services Levy (minimum charge \$61.65) Over \$45,000 incl GST x 0.137%	\$
Unauthorised Works - Completed (s51 Building Act) (minimum charge \$123.30) x 0.274% of Estimated value of Works	\$
Occupancy Permit - Unauthorised Work (Class 2-9 -s51 (2)) Replacement of existing occupancy permit or certificate of classification (s52) (minimum charge \$61.65) x 0.274% of Estimated Value of Works	\$
TOTAL FEES PAID	\$

OFFICE USE ONLY	
Receipt Number:	Accepting Officer: