Town of Cambridge

ALL FORMS AND INFORMATION LISTED BELOW MUST BE PROVIDED AT LODGEMENT OF PERMT APPLICATION.

Item	Check	Building Approval Certificate - (BA13)
1	☐	**Completed BA13 Application Form** (Class 1-10 & buildings that do not require an occupancy permit - all elements to be completed & all owners signatures required) • Unauthorised work • Completed new building
2	☐	**Copy of Letter of Planning Approval** (where required)
3	☐	**Certificate of Building Compliance (BA18 - Existing Buildings) -** Completed by a Building Surveying Contractor/ Practitioner
4	☐	Copies of all documents referenced on BA18 Certificate of Building Compliance
5	☐	**CTF Receipt (receipt for proof of payment paid directly to CTF required for all works over $100,000)** www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy
6	☐	Notice and request for Consent to Encroach (**BA20** - where applicable)
7	☐	**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
- When the application has been submitted, a preliminary assessment will be completed and you will be contacted via email for confirmation of relevant fees.
- The Building Fees Schedule can be found on the Town's website here
- Assessment of the application will not commence until all fees have been paid