

BA13 BUILDING APPROVAL CERTIFICATE APPLICATION CHECKLIST

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INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A	
Please tick applicable box			
ELECTRONIC COPY OF THE ALL THE FOLLOWING (via email, CD or USB):			
Form BA13 (Application Form) Fully Completed and Signed – Class 1 & 10 buildings only (Ensure postal and Email addresses are supplied for all parties)		REQD	
Copy of Development Approval (if required – check with the Shire's Development section)			
Bushfire Assessment (if applicable)			
Heritage Approval (if applicable)			
Septic Approval issued by the Shire (if applicable)			
Stormwater Plan to be approved by the Shire prior to application and included in Approved Plans where applicable (Refer to the Shire's Stormwater Information Sheet available on the Shire's Website)			
Certificate of Building Compliance (BA18) issued by Private Building Certifier			
Certificate to include all Classes of buildings applicable			
i.e. A garage greater than 10% of the floor area of the dwelling (Class 1a) is to be included as a Class 10a			
All documents listed on the Certificate of Building Compliance (BA18) must be attached			
FEES to be Paid:			
Building Approval Certificate Application Fee – <u>Unauthorised</u> Work (section 51) Class 1 & 10 Value of construction (inc. GST) \$ x 0.38% Minimum Fee \$ 110.00	\$		
Building Approval Certificate Application Fee – Formalise existing building (section 52) Fixed Fee \$110.00	\$		
Building Services Levy Fee – <u>Unauthorised</u> Building Work Only (section 51) Value of construction (inc. GST) \$ x 0.274% Minimum Fee - \$123.30	\$		
Building Services Levy Fee – Formalise an existing building (section 52) Fixed Fee - \$61.65	\$		
CTF levy (for work > \$20 000 in value) Value of construction (inc. GST) \$ x 0.2% = \$	\$		
TOTAL FEES PAYABLE	\$		
I (enter name) being the applicant for this permit, acknowledge	Ŧ	ould	
any information marked as included, not actually be included, the application will become an incomplete application marked without assessment.			
Signed: Date:			
PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD			
Name as shown on Card			
Amount \$/ Expiry Date/ CCV			
ALL FEES MUST BE PAID IN FULL BEFORE A BUILDING APPLICATION WILL BE ACCEPTED			
OFFICE USE ONLY			
Receiving officer name:			
NOTES:			
 This document is intended as a guide to assist in your application. Please refer to the Shire's information sheet for more information. You as the applicant are responsible for providing the correct information in your application. 			
 Please be advised that some unauthorised structures may also require retrospective Development approval. Please contact the Shire of Northam's Planning Department to determine if this is required. Development approvals are required prior to issue of a Building Approval Certificate. 			
	Where a new septic system is proposed or changes are required to the existing system a Septic Tank Approval is		
4. Fees may be subject to change.			
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