

BA1 CERTIFIED BUILDING APPLICATION CHECKLIST

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INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION

YES	N/A
ELECTRONIC COPY OF THE FOLLOWING (via email, dropbox, CD or USB): Please tick applicable box	
Form BA1 (Application Form) Fully Completed and Signed (Ensure postal address and Email are supplied for all parties)	REQD
Verge Permit Application Form (applicable to all permits valued over \$20 000)	
Form BA20 (Adversely Affecting Other Land) Fully Completed (if required)	
Proof of Builder's Registration or Copy of Owner Builder Permit (works over \$20000 in Value)	
Copy of Planning Approval (if required)	
Current Certificate of Title & Registered Plan & any applicable Caveats (available from Landgate)	
Home Indemnity Insurance Certificate or Owner Builder Permit (Works over \$20 000 in Value)	
BCITF Levy Form completed or Receipt from online payment (For works over \$20 000 in Value)	
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 (Refer to the Shire's Stormwater Information Sheet available on the Shire's Website)	
Certificate of Design Compliance 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 Design Compliance must be attached	

FEES to be Paid:			
Certified Building Application Fee			
Class 1 & 10 Value of construction (inc. GST)	\$	x 0.19%	Minimum Fee \$ 97.70
Class 2-9 Value of construction (inc. GST)	\$	x 0.09%	Minimum Fee \$ 97.70
BCITF levy (for work over \$20 000 in Value)			
Value of construction (inc. GST)	\$	x 0.2%	
Building Services Levy Fee (all applications)			
Value of construction (inc. GST)	\$	x 0.137%	Minimum Fee - \$61.65
Bond for potential rectification of footpath/kerb/verge/stormwater			
☆ Residential (Class 1 & 10) - \$1000 if value of work is over \$20 000			\$
☆ Commercial (Class 2-9) - \$1500 if value of work is over \$20 000			
Verge Application Fee - \$183.00 if bond is applicable			\$
TOTAL FEES PAYABLE			\$

ALL FEES MUST BE PAID IN FULL BEFORE THE APPLICATION WILL BE ACCEPTED

I (enter name) _____ being the applicant for this permit, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed:

Date:

OFFICE USE ONLY

Receiving officer name:

Signed:

Date:

ASSESSMENT NUMBER

APPLICATION NUMBER