## Checklist for Applicants

* To ensure that your application is processed promptly please complete all sections in the below checklist.
* The Application will be passed to the principal Planner first (if no Development Application is supplied) for a preliminary assessment
* Once preliminary approvals and all information collated, the fees will be collected, and the application will be passed to the Principal Building Surveyor where the application will be assessed
* Refer to the Fees and Charges for fees applicable
* The Principal Building Surveyor has **10 working days** to provide a certificate of design compliance and process the application.

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| **CHECKLIST** | **✓ YES** | **✓ NO** |
| BA01 Building Application for Building Permit – Certified  All required sections on the Application Form have been completed. |  |  |
| Site Plan – including existing buildings.  Clearly identify new building with measurements from boundary |  |  |
| Plans and specifications of the building |  |  |
| Site Soil and Wind Load Classification by Structural Engineer (if required). |  |  |
| CTF – Construction Training Fund Form (for builds over $20,000) |  |  |
| DCD Certificate of Design Compliance (BA3 for Certified applications only) |  |  |
| Home Indemnity Insurance for Dwellings over $20,000 (except owner builder) |  |  |
| Owner Builder Registration Form |  |  |
| Crossover Application (if access is required from Road to Property |  |  |
| Septic or Sewage Application (if applicable) |  |  |
| BAL (Bushfire Attach Level) report may be required in some areas |  |  |

Please send completed information to [buildinglodgement@donnybrook.wa.gov.au](mailto:buildinglodgement@donnybrook.wa.gov.au)

For more information, please contact Development Services on (08) 9780 4200