

This checklist is to assist applicants to prepare a complete uncertified building permit application. A complete building application where all necessary information has been provided will enable the Shire to avoid unnecessary delays in the processing of your application. Please note further information and/or modifications may be requested by the Shire after a full assessment has been undertaken.

Applications can be lodged in the following ways:

- By email at buildinglodgement@donnybrook.wa.gov.au
- Posted to PO Box 97, Donnybrook WA 6239.
- In person at the Shire Administration Office at 1 Bentley St, Donnybrook.

These items are prescribed approvals meaning that a BA2 cannot be accepted until these have been obtained (where relevant)

DOCUMENTATION		N/A	APPLICANT PROVIDED	ACCEPTING OFFICER
1 <input checked="" type="checkbox"/>	Has Development Approval been obtained (where applicable) Ref No. _____ Have relevant conditions of approval been cleared/addressed on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <input checked="" type="checkbox"/>	Onsite Effluent Disposal Where the proposed work involves onsite effluent disposal, has shire approval been obtained? Ref No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	BA1 Form – Application for Certified Building Permit – <i>completed in full.</i> <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? • Has Part 4 been completed and signed by the responsible builder? • Has the contract price/value of the building been stated? 		<input type="checkbox"/>	<input type="checkbox"/>
4	BA3 Form – Certificate of Design Compliance (CDC) – <i>completed in full.</i> (a) Signed by an appropriately registered building surveyor practitioner: and (b) Issued by a registered building surveyor contractor		<input type="checkbox"/>	<input type="checkbox"/>
5	Plans, Specifications, Technical documents, Structural Engineers Drawings relied upon by the building surveyor – must be those specified in the BA3 Form – Certificate of Design Compliance (CDC) and reference the correct plan/sheet/date/revision numbers.		<input type="checkbox"/>	<input type="checkbox"/>
6	Construction Training Fund Levy (CTF) Form or evidence of payment (CTF receipt). Required when the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Where proposed building work will encroach on or adversely affect other land evidence that all consents or court orders have been obtained (Form BA20) and/or statement on application form has been filled out and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	For residential work at a value in excess of \$20,000: Home Indemnity Insurance – a certificate <u>showing the correct property</u> must be provided: or Owner/Builder Approval – A copy of a <u>valid Owner Builder Approval</u> must be provided if a registered builder is not to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>