



Checklist to accompany an Application for Building Approval Certificate Unauthorised Works – Class 1 and 10

BA13

This checklist is to help applicants to prepare a complete uncertified building permit application for a Building Approval Certificate – Unauthorised Works.

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	Has Development Approval been obtained (where applicable)? Ref No. P _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Have relevant conditions of approval been cleared/address on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BA13 Form – Application for Building Approval Certificate – completed in full. <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? • Has the contract price/value of the building been stated? 		<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Training Fund Levy (CTF) Form or evidence of payment (CTF receipt) Required where the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Where proposed building work has encroached 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"/>

PLANS AND TECHNICAL DOCUMENTS				
5	BA18 – Certificate of Building Compliance (CBC) Completed and signed by a registered Building Surveyor Contractor		<input type="checkbox"/>	<input type="checkbox"/>
6	Plans and documents relied upon by the Building Surveyor – as specified on the completed CBC		<input type="checkbox"/>	<input type="checkbox"/>
7	Floor area - _____m ² Estimated date of completion - ____/____/____ Builder (if known) - _____		<input type="checkbox"/>	<input type="checkbox"/>
8	Written justification why the Shire shouldn't undertake enforcement action for the unauthorised works.		<input type="checkbox"/>	<input type="checkbox"/>