

Building Approval Certificate Application Checklist

For BA13 Building Approval Certificate Applications Submitted to the City of Stirling

This checklist is to assist applicants with preparing a complete application for a Building Approval Certificate. Lodgement of a completed application helps to avoid any unnecessary delays in the processing of the application.

BA13 Application Submission Checklist

Documents	Yes	N/A
CURRENT BA13 APPLICATION FORM COMPLETED & SIGNED		
ENSURE THE FOLLOWING INFORMATION IS PROVIDED		
A. Correct Land Address (Section 1 to include street number, lot number, street name, suburb, state, postcode)		
B. Is this application associated with a Strata under the Strata Titles Act 1985? (Section 1: If yes, The Strata Plan Number must be provided)		
C. Purpose of Application (Section 2: Relevant box to be checked (refer below) and correct building permit number to be provided. Note, Section 52 applies to Strata applications) <ul style="list-style-type: none"> Obtaining retrospective approval for unauthorised works (s. 51); Confirming compliance with the applicable building standards for a building with existing authorisation (s. 52); 		
D. Correct Landowners Name, Details, Signature and Date (Section 3, Page 2 of the BA13 Application. All landowners must be listed and sign) <ul style="list-style-type: none"> Note, written legal authorisation is required for any person(s) signing on behalf of another company of another individual. 		
E. Applicant details to be provided, all correspondence relating to the application will be with the listed applicant – ensure all contact information is correct. (Section 4, Page 2)		
F. Statement by applicant to be completed (relevant box checked), signed and dated (Section 5, Page 3)		

ADDITIONAL INFORMATION REQUIRED		
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A. 1 x Hardcopy of the Certificate of Building Compliance (CBC) issued by a Registered Building Surveyor – Hardcopies not required for electronic lodgements.		
B. 1 x Hardcopy of all technical documents listed on the CBC – Hardcopies not required for electronic lodgements .		
C. Payment of the application fees, refer to the Lodge an Application tab of City of Stirling for fees and electronic lodgement options. Payment may be made via the City’s Credit Card Payment Form .		
D. Payment of the BCITF Levy, refer to the City of Stirling Fees, Charges and Payments for details on when BCITF is applicable. BCITF levy can be paid direct: https://ctf.wa.gov.au/ .		
E. Where unauthorised work results in an adverse effect or encroachment, a BA20 form signed by each affected owner.		
<p>Hardcopy lodgements are accepted at the City of Stirling Main Administration Building located at 25 Cedric Street, Stirling. An application for a Building Approval Certificate may also be submitted via email to Development@stirling.wa.gov.au. Refer to the Contact Us section of the City of Stirling Website for more information.</p>		