

**CHECKLIST FOR BA13 BUILDING APPROVAL  
 CERTIFICATE APPLICATION**

	<b>Information Requirements</b>	<b>Applicant Use</b>	<b>Office Use</b>
1	Completed BA13 application for building approval certificate for : <ul style="list-style-type: none"> <li>• Unauthorised work</li> <li>• A building with existing authorisation</li> </ul>		
2	Completed BA13 application for building approval certificate signed by all owners of the land/property or A copy of an offer and acceptance form signed by all vendors and purchasers of the land/company		
3	BA18 – Certificate of building compliance, signed by private building surveying contractor and one set of all technical documents refer to in that certificate of building compliance		
4	BA20- Notice and request for consent to encroach or adversely affected (where applicable) or Consent or court order for work encroaching on other land or adversely affecting other land (where applicable)		
5	Completed construction training fund levy form where applicable		
6	Payment of the required building approval certificate application fee: <ul style="list-style-type: none"> <li>• Please refer to Building Fees and Charges</li> </ul>		
7	All prescribed authorities have been obtained for applications that need a certificate of building compliance : <ul style="list-style-type: none"> <li>• Approved development application (where required under the Planning and Development Act)</li> </ul>		

*A Building Surveyor (Contractor) is required to be engaged to certify unauthorised structures.*

*Failure to provide requested additional information within the statutory twenty one (21) day period may result in the BAC application being refused, and further action being taken by the City (Request for demolition of the structure(s) or legal action).*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

The above information is required to enable an initial assessment of the application only. The City may make further request for additional supporting information to facilitate the assessment process.

Note: An application to construct or install an apparatus for effluent disposal where applicable. Please refer to Health services and fees information sheet on the City's website.

Enquiries may be made to the City's staff on 9205 8555 or at the City's offices during office hours, Monday-Friday.

Further information may be available from:

**Department of Commerce (Building Commission)**

[www.commerce.wa.gov.au/building-commission](http://www.commerce.wa.gov.au/building-commission)

**Building Surveyor (Contractor) Register**

[www.commerce.wa.gov.au/building-commission/find-registered-building-service-provider](http://www.commerce.wa.gov.au/building-commission/find-registered-building-service-provider)

**DISCLAIMER**

This publication is intended to provide general information only. Verification with the original Building Act 2011, Building Regulations 2012 and associated legislation is recommended for detailed references