

When completed, this form is classified OFFICIAL Sensitive

Application for building permit – certified

Building Act 2011, section 14, 16
Building Regulations 2012, regulation 4, 16

PERMIT AUTHORITY
USE ONLY

Reference number

Permit authority

1. Property this application relates to

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
Volume		Folio	

Local government area (if different from permit authority)

Is this lot vacant?

☐ Yes

☐ No

2. Details of building work

Project name (if any)

Description of the building(s) and building work

Main use of building(s)

Building Code of Australia (BCA) class of the building(s) (refer to the certificate of design compliance)

Main BCA class			
Secondary BCA class (for multi-purpose buildings)		Third BCA class (for multi-purpose buildings)	

Type of work

☐ New building/structure	☐ Alteration/addition	☐ Refurbishment/fit out
☐ Relocation of a building to this site	☐ Change of use/conversion	

Type of building or incidental structure (if a Class 10)

- | | | |
|--|-------------------------------------|-------------------------------------|
| ☐ Swimming pool/spa | ☐ Garage | ☐ Patio |
| ☐ Carport | ☐ Shed | ☐ Fence/wall |
| ☐ Retaining wall | ☐ Water tank | ☐ Other |

Number of dwellings relocated TO this site from another site

Type of structure

- ☐ Detached (free standing) ☐ Attached to another structure

Number of residential dwellings to be created

Number of storeys of the highest building (above ground)

Number of basement storeys of the building (below ground)

Estimated value of building work (including GST)

\$

Floor area to be created (m²)

Site (lot) area (m²)

What are the main materials used in the building work?

Floor	Exterior walls	Roof cover	Wall frame
☐ Concrete	☐ Brick (double)	☐ Tiles	☐ Brick/block
☐ Timber	☐ Brick (veneer)	☐ Concrete	☐ Concrete
☐ Steel	☐ Concrete/stone	☐ Fibre cement	☐ Timber
☐ Other	☐ Fibre cement	☐ Steel	☐ Steel
	☐ Timber	☐ Aluminium	☐ Aluminium
	☐ Curtain glass	☐ Other	☐ Other
	☐ Steel		
	☐ Aluminium		
	☐ Other		
If 'other' please specify			

Intended owner of the completed building

- ☐ Private sector
☐ Government sector

Is this application for a stage of a multi-stage building project?

- ☐ Yes
☐ No

Is a performance solution to a building standard proposed for the building work?

- ☐ Yes ☐ No

3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building permit, please also provide forwarding details for each owner.

Owner's name

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Street address
(provide lot number
where street
number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature*

Owner's signature*	Date
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*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application. Owner's signature is not required for Class 1 or Class 10 buildings or incidental structures.

4. Builder details

Builder's name

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Street address
(provide lot number
where street
number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Type of builder	☐ Registered building contractor (provide registration number below) ☐ Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below) ☐ Public Authority ☐ Other (building work under \$20,000, or where registered building contractor not required)	
Registration number or owner-builder approval number	Registration / approval number (if relevant)	
Builder's signature	Name (print)	
	Signature	Date

5. Applicant details

Who is the applicant?
(Tick one box)

☐ Owner
 ☐ Builder
 ☐ Other

If 'Other' was selected above, complete the following details:

Applicant's name

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Street address
(provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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6. Statement by applicant

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of design compliance signed by a registered building surveyor.
2. In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012:
 - all relevant prescribed authorities have been obtained and have been or are being complied with; and
 - all prescribed notifications have been given.

Provide evidence of compliance with approvals given.

3. For Class 2 to Class 9 buildings only, where required by the regulations: In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012, the plans and specifications specified in the certificate of design compliance have been given to the FES Commissioner.
4. All consents or court orders have been obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land.

Does the proposed work encroach on other land? ☐ Yes ☐ No

If yes, has consent or a court order been obtained? ☐ Yes ☐ No

Attach a copy of each consent (form BA20) or court order obtained.

5. All consents or court orders have been obtained if the building work may adversely affect land beyond the boundaries of the works land.

Does the proposed work adversely affect other land? ☐ Yes ☐ No

If yes, has consent or a court order been obtained? ☐ Yes ☐ No

Attach a copy of each consent (form BA20) or court order obtained.

6. If the proposed building work is for a Class 1 or Class 10 building or incidental structure that includes performance solutions to building standards, details have been provided with this application.

Provide details of each performance solution not shown on the plans and specifications.

Applicant's
signature

Name (print)	
Signature	Date

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.

CERTIFIED BUILDING PERMIT APPLICATION CHECKLIST

PLEASE DO NOT STAPLE DOCUMENTS/FORMS BUT RATHER USE PAPER CLIPS / BULLDOG CLIPS

I/We consent to receive communication by email (ensure email contact on BA20 / Application form) Yes ☐ No ☐

1. Forms

N/A Yes please tick a relevant box

- ☐ ☐ BA1 – Application for Building Permit Certified (owners to sign if Class 2-9)
- ☐ ☐ BA3 – Certificate of Design Compliance (CDC)
- ☐ ☐ BA20 - Form signed by the neighbour for an encroachment or adversely affecting their property
- ☐ ☐ Septic System application form; OR, system approved (Unsewered Areas only).

2. Information Required

N/A Yes please tick a relevant box

- ☐ ☐ Owner Builders Certificate if Owner Builder (issued by WA Building Commission)
- ☐ ☐ Registered Builders - Home Indemnity Insurance Certificate (Works Over \$20,000) (if applicable)
- ☐ ☐ Development approval - number [PA___/___]
- ☐ ☐ Water tank manufacturers engineers' specifications (if applicable)
- ☐ ☐ Bushfire Prone Areas - BAL report; AND, materials specification sheet

3. Required Plans

N/A Yes please tick a relevant box

- ☐ ☐ All Drawings & Documentation listed on Certificate of Design Compliance provided by Private Building Surveyor
- ☐ ☐ Water Corporation Approved plans if required

Fees

Fee Paid for Permit Authority (0.19% of value – minimum \$105.00)

Fee Paid for Building Services Levy (0.137% of value – minimum \$61.65)

BCITF Levy (0.2% of Value if more than \$20 000) - form to be completed; or receipt of online payment attached
Septic System application (\$236.00)

TO BE COMPLETED BY APPLICANT

Name of person submitting the application _____

Has all information required by this checklist been provided? ☐ Yes ☐ No

Signature of person submitting the application _____

DISCLAIMER

This checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Exmouth to expedite processing of applications.

Please note that the Shire reserves the right to request additional information for specific applications.

Please note that a full assessment of an application cannot be undertaken at the counter.

If an appointment to discuss your application is necessary, requests can be made by phone 9949 3000 or e-mail: info@exmouth.wa.gov.au.

This publication is intended to provide general information only.