



# Guide to lodging a certified building permit application (form BA1)

**If you lodge an incomplete application to the permit authority, it can be refused and you may lose your fees.**

These notes are to assist you to complete a certified building permit application form. Further details about the new building approval process are in ‘*The New Building Approval System: A Guide to the Building Act 2011*’. A copy of this publication is available on the Building Commission’s website [www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au).

There are two types of building permit applications – certified and uncertified.

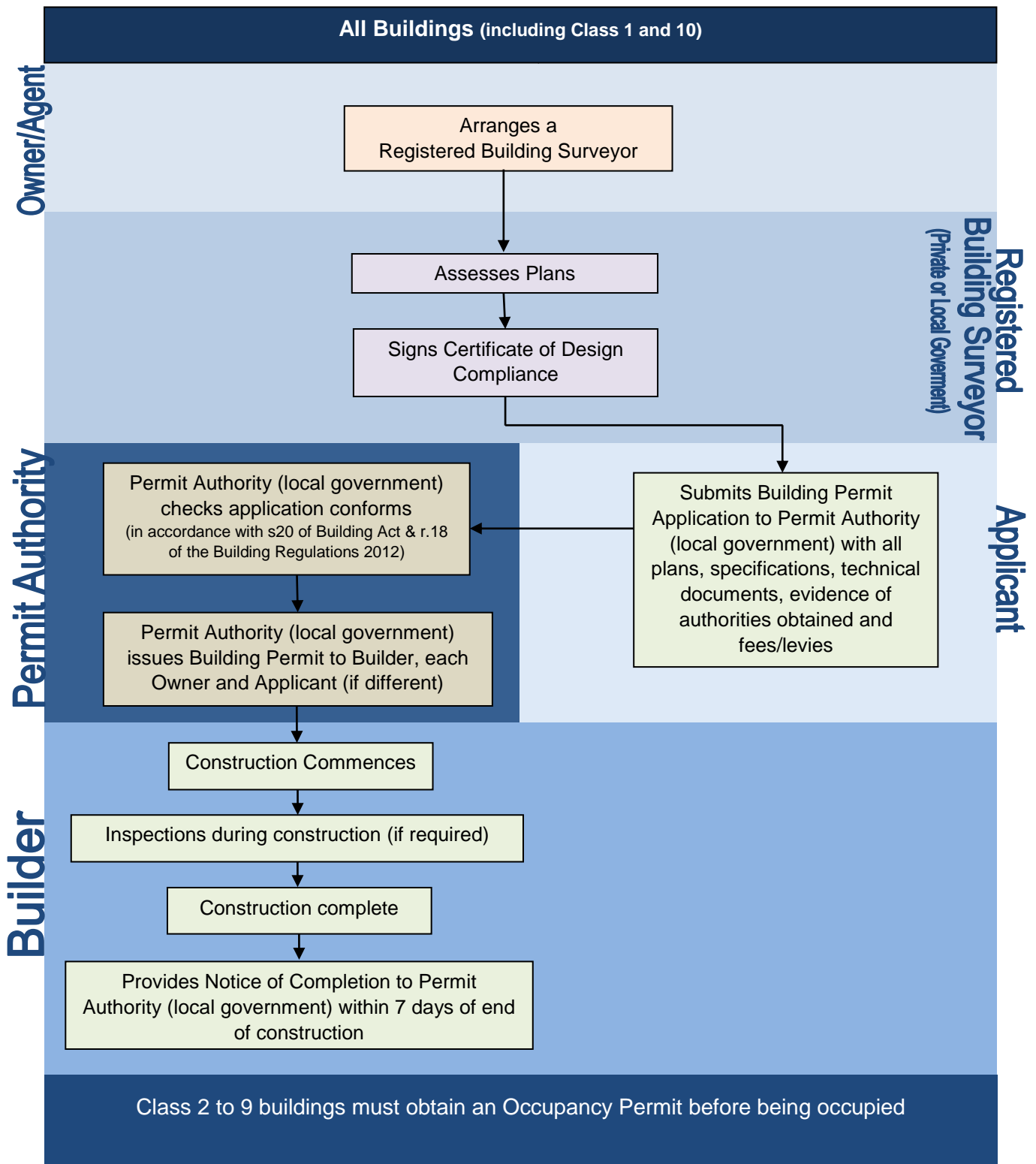
The new system brings many changes to the building approval system. The key changes are:

Old system	New system
Building Licence	Building Permit
Local Government	Permit Authority (usually the local government area)
Building Licence application	Uncertified or Certified Building Permit Application
Approving building standards at local government	Approving building standards at local government or by a private certifier via a <b>Certificate of Design Compliance</b>
Certificate of classification	Occupancy Permit
Strata (Form 7)	Occupancy Permit - Strata
Building surveyor at local government	Building surveyor at local government or private practice.
No set timeframes	Certified applications must be decided within 10 working days.
Application forms from each local government	Standard application forms from the Building Commission only

## What's the difference between an uncertified and a certified application?

A certified application must be accompanied by a signed certificate of design compliance before the application goes to the permit authority (local government). Certified applications can be used for all classes of buildings and must be used for commercial buildings. Applications can be lodged either in hard copy or soft (electronic) copy, and must use the standard Building Commission form, or the electronic/online system where provided by the local government.

# The process for certified building permit applications



## Filling out the application form

This section assists you in filling out the application form.

The standard Building Commission application forms will be the only forms local governments can use, unless they have an online or electronic system, where the system mirrors the fields on the application forms.

To successfully fill out a certified application form you will need to know, or have:

Description	Explanation
Name of Permit Authority	The Permit Authority will, in most case, be the local government where the building is built.
<b>1. Property this application relates to</b>	
Property street address	This is where you put the property address details of the building being built.
Local government area (if different from permit authority area)	Sometimes a permit authority can be different from the local government area.
Is the lot vacant?	Generally for many projects, the lot is vacant, but there may be a building still on site that needs demolishing.
<b>2. Details of building work</b>	
Project name (if any)	This is mainly for large commercial projects. If the building has no Project name then leave this field blank.
Description of the building(s) and building work	A short description of what is to be built. Can be as simple as 'house' or 'shed'. For commercial buildings it will be more complex, for example, 'a mixed use development with office space and retail/restaurant at ground level'
BCA Class	This will be outlined on the Certificate of Design Compliance, as it will be the building surveyor who is best placed to classify the building.
Nature of building work	Tick the relevant box. The <i>Relocation to/from this property</i> boxes are for transportable buildings.
Type of structure	Tick relevant box. A building is attached if it shares a significant wall with another building.
Number of residential dwellings to be created	The number of individual homes to be built. A single detached home would be '1', a unit development of 4 units would be '4'. Mainly needed for residential buildings, or commercial buildings with a residential component.
Number of storeys of the (highest) building	Only the number of storeys (including basement/car park) of the highest building should be included.
Estimated value of building work (inc. GST)	This is generally the contract price (which should include all the relevant components of the building work), including GST. If there is no contract the value is the total cost of all the component parts of the building work (inc. GST). If the application is for variations during construction, then refer to the Building Regulations 2012, schedule 1, clause 2(2).
Floor area to be created	This is the total floor area of all storeys in meters squared, including any basement/car park, bound by external walls.
Site/lot area	Size of land parcel, defined by property boundaries or on the Certificate of Title

What are the main materials used in the building work?	Please tick the relevant box/s.
Will the building work be government owned	Tick yes if a government organisation will own the building upon completion of the building work.
Stage of work	Tick yes if a permit application was, or will be, required for other stages of the project.
<b>3. Owners details</b>	
Owners details	<p>An owner in relation to freehold land is defined as someone who is the registered proprietor of the land, or the State, or a person who has either:</p> <ul style="list-style-type: none"> <li>• a leasehold interest, that allows them to undertake building work,</li> <li>• An interest as purchaser under a contract,</li> <li>• A freehold interest in the land,</li> </ul> <p>EACH owner of the land must sign the application form. This is to ensure that all owners know what is happening to their land. Owners can authorise someone else to sign on their behalf. The person who is authorised to sign on behalf of the owner must provide evidence of the legal authorisation.</p>
<b>4. Building contractor details</b>	
Building contractor details	The person responsible for the building work must sign here, for example, the builder. If the builder is a corporation then an officer or agent can sign. Owner-builders must attach their approval from the Building Services Board.
<b>5. Applicant details</b>	
Applicant details	The applicant can be anyone, most likely the builder or owner. If they are the owner or builder, they don't need to fill in their details again.
<b>Statement</b>	
<p>1. All prescribed information is provided</p> <p>2. In accordance with s.20 of the <i>Building Act 2011</i>, and regulation 18 of the <i>Building Regulations 2012</i>;</p> <ul style="list-style-type: none"> <li>○ All prescribed authorities have been obtained, and have been or are being complied with; and</li> <li>○ All prescribed notifications have been given.</li> </ul> <p>3. (Class 2 – 9 buildings only) In accordance with s.20 of the <i>Building Act 2011</i>, and regulation 18 of the <i>Building Regulations 2012</i>; the plans and specifications specified in the certificate of design compliance as been given to FESA.</p> <p>4. If the proposed building work will encroach on other land, all consents or court orders have been obtained</p> <p>5. If the proposed building work will adversely affect other land, all consents or court orders have been obtained.</p>	<p>1. This is everything in this checklist relevant to the application.</p> <p>2. All authorities and notifications are listed in the checklist below and need to be obtained, and evidence of this provided, before the building permit application is lodged.</p> <p>3. Evidence must be provided. Further information in checklist</p> <p>4. Evidence must be provided. Tick relevant box. Further information in checklist</p> <p>5. Evidence must be provided. Tick relevant box. Further information in checklist</p>

## Checklist

The following needs to accompany a certified building permit application.

Tick	Item	Explanation
<input type="checkbox"/>	Certificate of Design Compliance	A standard form must be used, available from the Building Commission website. It must be signed by a registered building surveyor and issued by a registered building surveying contractor.
<input type="checkbox"/>	Copy of each technical certificate used by the building surveyor in the Certificate of Design Compliance (if any)	If the building surveyor has relied on technical certificates to ensure compliance to the building code, they must be attached to the application. There are no mandatory technical documents under the <i>Building Act 2011</i> .
<input type="checkbox"/>	Submission of plans to FESA	If the application relates to building work for a Class 2 to Class 9 building, the applicant has to deposit with FESA the plans and specifications specified in the certificate of design compliance accompanying the application.
<input type="checkbox"/>	All prescribed authorities have been obtained	<p>This is the full list that appears in regulations. Only those approvals relevant to the application need to be obtained.</p> <ul style="list-style-type: none"> <li>• If the building work is defined as ‘development’ under s.4 of the <i>Planning and Development Act 2005</i> each relevant approval under the Act;</li> <li>• If the building work involves construction, alteration or extension of an aquatic facility (under regulation 4 of the Health (Aquatic Facilities) Regulations 2007), an approval given under Part 2 Division 1 of those regulations;</li> <li>• If the building work involves the construction or installation of any apparatus for the treatment of sewerage (defined in <i>Health Act 1911</i> s.3(1)), the approvals required under s.107(2) of that Act;</li> <li>• An approval required under regulation 12(2) of the Local Government (Uniform Local Provisions) Regulations 1996 – crossings from public to private land;</li> <li>• If the work is near/over a sewer or water main, the consent(s) required under the following laws: <ul style="list-style-type: none"> <li>○ The <i>Country Areas Water Supply Act 1947</i>, s.43B;</li> <li>○ The <i>Country Towns Sewerage Act 1948</i>, s.42;</li> <li>○ The <i>Metropolitan Water Supply, Sewerage, and Drainage Act 1909</i>, s.50A(1) or 66(1)</li> </ul> </li> </ul>
<input type="checkbox"/>	Heritage notifications	<p>Only those notifications relevant to the application need to be obtained.</p> <p>Notification must be given to the Heritage Council of Western Australia that includes the name, address and contact number of the applicant and</p>

	name of the permit authority to which the application is made, if the place the application relates to: <ul style="list-style-type: none"> <li>○ a Heritage Agreement (under <i>Heritage Act</i> s.29);</li> <li>○ Is entered in the Register of Heritage Places (established under the <i>Heritage Act</i> s46);</li> <li>○ Is subject to a Conservation Order (under <i>Heritage Act</i> s.59);</li> <li>○ Is subject to an Order in Council (under <i>Heritage Act</i> s80).</li> </ul>	
<input type="checkbox"/>	Water Services notifications	The notifications under the following laws: <ul style="list-style-type: none"> <li>○ The <i>Country Areas Water Supply Act 1947</i>, s.43A;</li> <li>○ The <i>Country Towns Sewerage Act 1948</i>, s.41A;</li> <li>○ The <i>Metropolitan Water Supply, Sewerage, and Drainage Act 1909</i>, s.148.</li> </ul>
<input type="checkbox"/>	Consent/court order for encroachments and/or Consent/court order for work affecting other land	If the plans show that part of a building or structure will be placed into, onto or over land beyond the boundaries of the work area; or land beyond the boundaries of the work area will be adversely affected, <b>a consent form or court order must accompany the application.</b> For further information please see ' <i>Work Affecting Other Land</i> ' brochure. This should be organised before the application is filled out and lodged.
<input type="checkbox"/>	2x copies of final plans (working drawings) and specifications, that are specified in the Certificate of Design Compliance	Please check with the permit authority (local government) for details.
<input type="checkbox"/>	Evidence of payment of BCITF (CTF) levy	Any form of official evidence the permit authority (local government) will accept.
<input type="checkbox"/>	Evidence of relevant insurance/s	For residential buildings this included housing indemnity insurances. For commercial buildings, there are no insurances required under the Building Act. However, there may be some under another law. If relevant, evidence needs to be provided.
<input type="checkbox"/>	Building Services Levy	Replaces BRB fee - 0.09% of estimated construction value, paid to the permit authority.
<input type="checkbox"/>	Building Permit Fee	Fees that are required by the permit authority (local government)
<input type="checkbox"/>	The requirements of the relevant local government building permit checklist have been met.	Please contact the relevant permit authority (local government) for their checklist.