

Building Information Sheet:

Checklist – BA1 Application for Building Permit (Certified)

BA2 Application for Building Permit (Uncertified)

Building Applications can be submitted in one of two ways, being either certified (by a private Building Surveyor),

A BA1 Application for building permit – certified can be used for any new building proposal be it residential, commercial, or industrial. A BA1 Application will be assessed by the Shire’s Building Surveyor for compliance in accordance with the Building Act 2011 within 10 business days.

A BA2 Application for building permit - *uncertified* can be used for Class 1a (Single or grouped dwellings), Class 10a (sheds, carports, patios), or Class 10b (walls, swimming pools) proposals only. A BA2 application will be assessed by the Shire’s Building Surveyor for compliance in accordance with the Building Act 2011 within 20 business days.

WHAT INFORMATION DO I NEED TO SUBMIT WITH AN APPLICATION?

Office Use	Information Requirements	BA1	BA2
	Completed BA1 application for building permit uncertified	X	
	Completed BA2 application for building permit uncertified		X
	Completed BA3 Certificate of Design Compliance from suitably accredited Private Building Surveyor referencing all certified documentation.	X	
	Building Commission owner-builder approval letter where applicable. A Registered Builder is required for most building works with a value above \$20,000. Please refer to the Fees, Charges and Payments information sheet.	X	X
	For building work with a value over \$20,000, home indemnity insurance certificate from an approved insurer where applicable (Note: Not required for owner builder)	X	X
	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)	X	X
	Completed construction training fund levy form where applicable	X	X
	Payment of the required building permit application fee: Please refer to Building Fees and Charges	X	X
	All prescribed authorities have been obtained where applicable: <ul style="list-style-type: none"> Approved development application (where required under the Planning and Development Act). Please note that the building permit plans must match the development approval plans. Application to Construct or Install and Apparatus for the Treatment of Sewerage 	X	X



Office Use	Information Requirements	BA1	BA2
	form submitted to Shire Health Department (if site is not on sewer). <ul style="list-style-type: none"> Heritage notification to Heritage Council Water Corporation approval where necessary 		
	Payment of verge bond where deemed applicable.	X	X
	Site Plan (scale 1:200) showing ALL existing buildings and the proposed building; location and setback distances; property address; north arrow; natural ground level (NGL), finished floor level (FFL) must be shown;	X	X
	Fully dimensioned floor plan, minimum of two elevations and cross section (all to 1:100 scale) showing overall building dimensions including ridge height, and materials;	X	X
	Construction details and specifications showing the materials, connections and method of constructing the building (scale 1:50 min) certified/signed by a professional engineer	X	X
	Geotechnical Report by Structural or Geotechnical Engineer if site has not been specifically classified within engineering documentation.	X	X
	Specification of works relevant to the proposed form of construction.	X	X
	Termite management system details	X	X
	Energy Efficiency Compliance assessment report provided by suitably accredited ABSA assessor	X	X
	Bushfire Attack Level (BAL) assessment if the site is located in a Bushfire Prone Area	X	X

This publication is intended as to provide general information only.

Exemption from requiring a Building Permit does not exempt compliance with the BCA, Local Laws, Local Planning Scheme (LPS) and Local Planning Policies. Please contact the Shire of Collie to ensure your proposed development is compliant.

Enquiries

Enquiries may be made to the Shire of Collie staff at –

Phone: 08 9734 9000

Email: colshire@collie.wa.gov.au

Website: www.collie.wa.gov.au

At the Shire offices between the hours of

8.30am – 4.30pm, Monday to Friday.

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