

APPLICATION CHECKLIST FOR A BUILDING APPROVAL CERTIFICATE (BA13)

This Checklist is to assist applicants to prepare a complete for Building approval Certificate. Please note further information and/or modifications may still be requested by the Shire's Building Surveyor.

Applications can be lodged via:

- Email at building@eastpilbara.wa.gov.au or
- In person at the Shire of East Pilbara Administration Office Corner Kalgan & Newman Drives, Newman WA 6753, Australia.

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>BA13 – Application for Building approval Certificate</u> <ul style="list-style-type: none"> • Ensure all sections been completed and signed by the relevant person/s • Ensure work is Class 1 & 10 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>BA18 – Certificate of Building Compliance (CBC)</u> <ul style="list-style-type: none"> • Completed by a registered building surveyor 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Supporting Plans and Documents</u> (Must be listed on the BA18 and reference the correct plan/sheet/revision numbers) <ul style="list-style-type: none"> • Plan (ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures) • Specifications • Technical documents and • Structural Engineers Drawings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Construction Training Fund Levy (CTF) form</u> <ul style="list-style-type: none"> • Only required if the <i>Estimated Value of Works</i> exceeds \$20,000 • Visit ctf.wa.gov.au to pay online or contact the Shire for an Electronic copy of the form 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>