

## APPLICATION CHECKLIST FOR A REQUEST TO AMEND A BUILDING PERMIT OR BUILDERS DETAILS (BA19)

This Checklist is to assist applicants to prepare a complete application to amend an existing building permit. 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](mailto:building@eastpilbara.wa.gov.au) or
- In person at the Shire of East Pilbara Administration Office Corner Kalgan & Newman Drives, Newman

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>BA19 – Request to amend the building permit or builder's details</u> <ul style="list-style-type: none"> <li>• Ensure all sections have been completed and signed by the relevant person/s</li> <li>• Describe the proposed changes to the works or permit and list the documents that relate to the proposed changes in Section 4 of the application form</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>BA9 – Notice of Cessation</u> <i>(if the nominated builder is unable to continue the building work)</i> <ul style="list-style-type: none"> <li>• Completed by a builder or demolition contractor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Supporting Plans and Documents</u> (Must be listed on the BA19 and reference the correct plan/sheet/revision numbers) <ul style="list-style-type: none"> <li>• If significant changes are being made, an updated Certificate of Design Compliance will be required</li> <li>• Where the value of such changes adds to the cost of the approved building work, further fees and levies may apply</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Updated Home Indemnity Insurance</u> <i>(if works exceeds \$20,000)</i> <ul style="list-style-type: none"> <li>• If the owner enters a new contract with a replacement builder, a new copy of the HII certificate of insurance is to be provided</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>