

APPLICATION CHECKLIST FOR A UNCERTIFIED BUILDING PERMIT (BA2)

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

Applications can be lodged via: 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>Development Approval provided by the Shire (where applicable)</u> DA ___ - ___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>BA2 – Application for Uncertified Building Permit</u> <ul style="list-style-type: none"> • Ensure all sections been completed and signed by the relevant person/s • Ensure work is Class 1a & 10 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Supporting Plans and Documents -</u> <ul style="list-style-type: none"> • Site Plan (ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures and setbacks); • Specification details; • Technical documents and • Structural Engineers Drawings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Cost Breakdown or Quote</u> to support the <i>Estimated Value of Works</i> <ul style="list-style-type: none"> • Review the <i>Section 2 of Schedule 1</i> in Building Regulations 2012 to determine 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Construction Training Fund Levy (CTF) form</u> <ul style="list-style-type: none"> • Only required if the Estimated Value of Works 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"/>
6	<u>For Residential Works exceeding \$20,000 –</u> Home Indemnity Insurance (for Class 1a) or Owner/Builder Approval must be provided; is a registered builder is not going to be used	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7	<u>BA20 – Notice and Request for consent to encroach or adversely affect (if applicable)</u> <ul style="list-style-type: none"> • Evidence that all consents or court orders have been obtained and/or statement on application form has been filled out and signed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>