

Building Application Checklist

Making a (valid) Application	
Application Form Completed BA1 – Application for a Certified Building Permit BA2 – Application for an Uncertified Building Permit	Yes / No
All relevant Information About Building/Structure <input type="checkbox"/> Completed Declaration <input type="checkbox"/> Owners Name & Signature <input type="checkbox"/> Builders Name & Signature <input type="checkbox"/> Cost of Development <input type="checkbox"/>	
Fees Paid	Yes / No
Application Fee <input type="checkbox"/> BSL Levy <input type="checkbox"/> BCITF Levy <input type="checkbox"/> Infrastructure Bond <input type="checkbox"/>	
Certificate of Design Compliance (Certified Building Application) <i>(BA3 Certificate of Design Compliance for all Certified Building Applications)</i>	Yes / No / Na
Where applicable - CDC <input type="checkbox"/> CBC <input type="checkbox"/> CCC <input type="checkbox"/>	
BCITF - Building and Construction Industry Training Fund & Levy Collection Form <i>(Form must be completed for all building works Over \$20,000):</i> <input type="checkbox"/>	Yes / No / Na
Builders Home Indemnity Insurance Received Home Indemnity Insurance Required: <i>(Dwelling/Addition/Renovation (Class 1a) over \$20,000):</i> <input type="checkbox"/>	Yes / No / Na
Other Documents as Required – (Certified Application) Energy Efficiency Report <input type="checkbox"/> Bushfire Area Report <input type="checkbox"/> Termite Treatment <input type="checkbox"/> Specifications Report <input type="checkbox"/> Construction Management Plan <input type="checkbox"/>	Yes / No / Na
Plans 1 x hard copies of all plans to scale and electronic copy on USB.	Yes / No / Na
Uncertified Building Application Minimum requirements of application form (BA2) and 1 x hard copies of plans as above	Yes / No / Na

*All documents must be submitted in hard copy and electronic copy on USB together with payment of the relevant fees to be considered a complete application

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Demolition Requirements	
Application Form Completed <i>BA5 Form - Application for a Demolition Permit</i>	Yes / No / NA
Fees Paid	Yes / No
Application Fee <input type="checkbox"/> BSL Levy <input type="checkbox"/> BCITF Levy <input type="checkbox"/> Infrastructure Bond <input type="checkbox"/>	
All relevant Information about demolition <input type="checkbox"/> Owners Name & Signature <input type="checkbox"/> Builders Name & Signature <input type="checkbox"/> <input type="checkbox"/> Cost of Development <input type="checkbox"/>	
Other Documentation Requirements Rat Baiting <input type="checkbox"/> Notice of Disconnection of Services <input type="checkbox"/> Application for the Removal of Asbestos including Details of The Licensed Contractor – where asbestos is present <input type="checkbox"/> Asbestos Removal Management Plan <input type="checkbox"/> - Site plan detailing where asbestos is located; - Copy of notification letter to be sent to affected properties advising asbestos is being removed; - Copy of contractors licence; - Details of signage to be erected on site 1 x copy of site survey plan <input type="checkbox"/>	Yes / No / NA
Internal Documents to be generated <u>(Internal Use Only)</u> Contractor Notification Letter <input type="checkbox"/> Signage Installed (Front & Rear) <input type="checkbox"/> Surrounding Neighbour Notification Map <input type="checkbox"/>	Yes / No / NA

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