

# Building Application Checklist

| Making a (valid) Application  |                      |
|---|----------------------|
| <b>Application Form Completed</b><br>BA1 – Application for a Certified Building Permit<br>BA2 – Application for an Uncertified Building Permit  | <b>Yes / No</b>      |
| All relevant Information About Building/Structure <input type="checkbox"/> Completed Declaration <input type="checkbox"/><br>Owners Name & Signature <input type="checkbox"/> Builders Name & Signature <input type="checkbox"/> Cost of Development <input type="checkbox"/>   |                      |
| <b>Fees Paid</b>  | <b>Yes / No</b>      |
| Application Fee <input type="checkbox"/> BSL Levy <input type="checkbox"/> BCITF Levy <input type="checkbox"/> Infrastructure Bond <input type="checkbox"/>   |                      |
| <b>Certificate of Design Compliance (Certified Building Application )</b><br><i>(BA3 Certificate of Design Compliance for all Certified Building Applications)</i>  | <b>Yes / No / Na</b> |
| Where applicable - CDC <input type="checkbox"/> CBC <input type="checkbox"/> CCC <input type="checkbox"/>   |                      |
| <b>BCITF - Building and Construction Industry Training Fund &amp; Levy Collection Form</b><br><i>(Form must be completed for all building works Over \$20,000):</i> <input type="checkbox"/>  | <b>Yes / No / Na</b> |
| <b>Builders Home Indemnity Insurance Received</b><br>Home Indemnity Insurance Required:<br><i>(Dwelling/Addition/Renovation (Class 1a) over \$20,000):</i> <input type="checkbox"/>   | <b>Yes / No / Na</b> |
| <b>Other Documents as Required – (Certified Application)</b><br>Energy Efficiency Report <input type="checkbox"/><br>Bushfire Area Report <input type="checkbox"/><br>Termite Treatment <input type="checkbox"/><br>Specifications Report <input type="checkbox"/><br>Construction Management Plan <input type="checkbox"/> | <b>Yes / No / Na</b> |
| <b>Plans</b><br><b>1 x hard copies of all plans to scale is required. Plans larger than A3 must also be supplied by an acceptable electronic method</b>   | <b>Yes / No / Na</b> |
| <b>Uncertified Building Application</b><br><i>Minimum requirements of application form (BA2) and 1 x hard copies of plans as above</i>  | <b>Yes / No / Na</b> |

\*All documents must be submitted in hard copy together with payment of the relevant fees.

# Building Application Checklist

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

\*All documents must be submitted in hard copy together payment of the relevant fees