

Building Application Checklist

Making a (valid) Building 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"/> Cost of Development <input type="checkbox"/> Title Details <input type="checkbox"/> Owners Name , address, contact details both phone and email address and Signature <input type="checkbox"/> Builders Name, address, contact details both phone and email address and Signature <input type="checkbox"/> Completed Declaration <input type="checkbox"/> Owner Builder – Attach Owner Builder approval and owner builder approval number (if applicable) <input type="checkbox"/>	
Fees Paid Building Application Fee - <input type="checkbox"/> Building Services Levy - <input type="checkbox"/> Construction Industry Training Fund Levy (CTF) – Receipt required - <input type="checkbox"/> Infrastructure Bond – Payable on all Building Works within the Town - <input type="checkbox"/> <ul style="list-style-type: none"> Class 1a - \$1500. Incidental Structures - \$1000 (class 10a & 10b) Commercial Properties - \$1000 	Yes / No
Application Fee <input type="checkbox"/> BSL Levy <input type="checkbox"/> CTF Levy Receipt <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> All listed documents must be submitted with the application for a building permit.	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 (CTF) <i>Copy of Receipt must be submitted for all building works Over \$20,000):</i> <input type="checkbox"/> https://ctf.wa.gov.au	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

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<p>1 x Hard Copy & Electronic Copy of all Documents to be submitted on USB</p> <p>Electronic copy of documents to be submitted in PDF Format and meet the following requirements:</p> <ul style="list-style-type: none"> • Unlocked, no security or passwords • Plans to Scale • All files to be unlocked and without rights management to allow for combining and digital stamping of files <p>Each type of electronic document should be in a separate PDF numbered in this order:</p> <ul style="list-style-type: none"> • Application Form Completed and signed • BA3 Certificate of Design Compliance (CDC for Certified Applications) • This Checklist • Construction Industry Training Fund Levy (CTF) Receipt • Builders Home Indemnity Insurance (HII) • Energy Efficiency Report • Termite Treatment Certificate • Specifications • Structural Engineering Certificate and Drawings • Technical Documents such as electrical, hydraulic, fire and mechanical services • Full set of Architectural Plans to scale 	<p>Yes / No / Na</p>
<p>Uncertified Building Application</p> <p><i>Minimum requirement for an Uncertified Building application 1 x hard and electronic copy of form (BA2) and plans to scale</i></p>	<p>Yes / No / Na</p>
<p><i>A BA7 Notice is required to be submitted on completion of all building works that requires a building permit. The BA7 Notice must be submitted to the Town within 7 days of completing the building work</i></p> <p><i>The infrastructure Bond refund can be applied for with the submission of the BA7 Notice. Refer to the Town's website, https://www.cottesloe.wa.gov.au</i></p>	<p>Yes / No / Na</p>

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Demolition Application Requirements	
<p>Application Form Completed BA5 Form - Application for a Demolition Permit Applications to be submitted in hard copy and USB</p>	<p>Yes / No / NA</p>
<p>Fees Paid</p>	<p>Yes / No</p>
<p>Application Fee <input type="checkbox"/></p> <p>BSL Levy <input type="checkbox"/></p> <p>BCITF Receipt <input type="checkbox"/></p> <p>Infrastructure Bond <input type="checkbox"/></p>	
<p>All relevant Information about demolition <input type="checkbox"/></p> <p>Title details <input type="checkbox"/></p> <p>Cost of demolition <input type="checkbox"/></p> <p>Owners Name , address, contact details, phone, email address and Signature <input type="checkbox"/></p> <p>Demolition Contractor Name, address, contact details, phone, email address and Signature <input type="checkbox"/></p> <p>Completed Declaration <input type="checkbox"/></p>	
<p>1 x Hard Copy and Electronic Copy of all Documents to be submitted on USB</p> <p>Other Documentation Requirements</p> <p>Each type of electronic document should be in a separate PDF numbered in this order:</p> <p>1 - Completed BA5 Application Form<input type="checkbox"/></p> <p>2 - Rat Baiting <input type="checkbox"/></p> <p>3 - Notice of Disconnection of Services <input type="checkbox"/></p> <p>4 - Application for the Removal of Asbestos including Details of The Licensed Contractor – where asbestos is present <input type="checkbox"/></p> <p>5 - Asbestos Removal Management Plan <input type="checkbox"/></p> <ul style="list-style-type: none"> - 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 <p>6 - 1 x copy of site survey plan <input type="checkbox"/></p>	<p>Yes / No / NA</p>
<p>Internal Documents to be generated (Internal Use Only)</p> <p>Contractor Notification Letter <input type="checkbox"/></p> <p>Signage Installed (Front & Rear) <input type="checkbox"/></p> <p>Surrounding Neighbour Notification Map <input type="checkbox"/></p>	<p>Yes / No / NA</p>