

# Building Application Checklist

Making a (valid) Building Application	
<p><b>Application Form Completed</b></p> <p>BA1 – Application for a Certified Building Permit</p> <p>BA2 – Application for an Uncertified Building Permit</p>	<b>Yes / No</b>
<p>All relevant Information About Building/Structure <input type="checkbox"/></p> <p>Cost of Development <input type="checkbox"/></p> <p>Title Details <input type="checkbox"/></p> <p>Owners Name , address, contact details both phone and email address and Signature <input type="checkbox"/></p> <p>Builders Name, address, contact details both phone and email address and Signature <input type="checkbox"/></p> <p>Completed Declaration <input type="checkbox"/></p> <p>Owner Builder – Attach Owner Builder approval and owner builder approval number (if applicable) <input type="checkbox"/></p>	
<p><b>Fees Paid</b></p> <p><b>Building Application Fee -</b> <input type="checkbox"/></p> <p><b>Building Services Levy -</b> <input type="checkbox"/></p> <p><b>Construction Industry Training Fund Levy (CTF) – Receipt required -</b> <input type="checkbox"/></p> <p><b>Infrastructure Bond – Payable on all Building Works within the Town -</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li><b>Class 1a - \$1500.</b></li> <li><b>Incidental Structures - \$1000 (class 10a &amp; 10b)</b></li> <li><b>Commercial Properties - \$1000</b></li> </ul>	<b>Yes / No</b>
<p>Application Fee <input type="checkbox"/>    BSL Levy <input type="checkbox"/>    CTF Levy Receipt <input type="checkbox"/>    Infrastructure Bond <input type="checkbox"/></p>	
<p><b>Certificate of Design Compliance (Certified Building Application )</b>  <i>(BA3 Certificate of Design Compliance for all Certified Building Applications)</i></p> <p>All listed documents must be submitted with the application for a building permit.</p>	<b>Yes / No / NA</b>
<p>Where applicable - CDC - <i>Certificate of Design Compliance BA3</i> <input type="checkbox"/></p> <p style="margin-left: 40px;">CBC - <i>Certificate of Building Compliance BA18</i> <input type="checkbox"/></p> <p style="margin-left: 40px;">CCC - <i>Certificate of Construction Compliance BA17</i> <input type="checkbox"/></p>	
<p><b>BCITF - Building and Construction Industry Training Fund &amp; Levy (CTF)</b> <input type="checkbox"/></p> <p><i>Copy of Receipt must be submitted for all building works Over \$20,000):</i> <a href="https://ctf.wa.gov.au">https://ctf.wa.gov.au</a></p>	<b>Yes / No / NA</b>
<p><b>Builders Home Indemnity Insurance Received</b></p> <p>Home Indemnity Insurance Required:  <i>(Dwelling/Addition/Renovation (Class 1a) over \$20,000):</i> <input type="checkbox"/></p>	<b>Yes / No / NA</b>

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<p><b>1 x Electronic Copy of all Documents to be submitted either on USB, emailed to <a href="mailto:town@cottesloe.wa.gov.au">town@cottesloe.wa.gov.au</a> or provide a dropbox link</b></p> <p>Electronic copy of documents to be submitted in PDF Format and meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Unlocked, no security or passwords</li> <li>• Plans to Scale</li> <li>• All files to be unlocked and without rights management to allow for combining and digital stamping of files</li> </ul> <p>Each type of electronic document should be in a separate PDF numbered in this order:</p> <ul style="list-style-type: none"> <li>• Application Form Completed and signed</li> <li>• BA3 Certificate of Design Compliance (CDC for Certified Applications)</li> <li>• This Checklist</li> <li>• Construction Industry Training Fund Levy (CTF) Receipt</li> <li>• Builders Home Indemnity Insurance (HII)</li> <li>• Energy Efficiency Report</li> <li>• Termite Treatment Certificate</li> <li>• Specifications</li> <li>• Structural Engineering Certificate and Drawings</li> <li>• Technical Documents such as electrical, hydraulic, fire and mechanical services</li> <li>• Full set of Architectural Plans to scale</li> </ul>	<p><b>Yes / No / NA</b></p>
<p><b>Uncertified Building Application</b></p> <p><i>Minimum requirement for an Uncertified Building application 1 x electronic copy of form (BA2) and plans to scale</i></p>	<p><b>Yes / No / NA</b></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: <a href="https://www.cottesloe.wa.gov.au/business-development/building/application-forms-and-permits.aspx">https://www.cottesloe.wa.gov.au/business-development/building/application-forms-and-permits.aspx</a></i></p>	<p><b>Yes / No / NA</b></p>

# Building Application Checklist

Demolition Application Requirements	
<b>Application Form Completed</b> <b>BA5 Form - Application for a Demolition Permit</b> <b>Applications to be submitted via email or USB</b>	<b>Yes / No / NA</b>
<b>Fees Paid</b>	<b>Yes / No</b>
Application Fee <input type="checkbox"/> BSL Levy <input type="checkbox"/> BCITF Receipt <input type="checkbox"/> Infrastructure Bond <input type="checkbox"/>	
All relevant Information about demolition <input type="checkbox"/> Title details <input type="checkbox"/> Cost of demolition <input type="checkbox"/> Owners Name , address, contact details, phone, email address and Signature <input type="checkbox"/> Demolition Contractor Name, address, contact details, phone, email address and Signature <input type="checkbox"/> Completed Declaration <input type="checkbox"/>	
<b>1 x Electronic Copy of all Documents to be submitted either on USB, emailed to <a href="mailto:town@cottesloe.wa.gov.au">town@cottesloe.wa.gov.au</a> or provide a dropbox link</b> <b>Other Documentation Requirements</b> Each type of electronic document should be in a separate PDF numbered in this order: <input type="checkbox"/> 1 - Completed BA5 Application Form .... 2 - Rat Baiting <input type="checkbox"/> 3 - Notice of Disconnection of Services <input type="checkbox"/> 4 - Application for the Removal of Asbestos including Details of The Licensed Contractor – where asbestos is present <input type="checkbox"/> 5 - 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 6 - 1 x copy of site survey plan <input type="checkbox"/>	<b>Yes / No / NA</b>
<b>Internal Documents to be generated</b> <b>(Internal Use Only)</b> Contractor Notification Letter <input type="checkbox"/> Signage Installed (Front & Rear) <input type="checkbox"/> Surrounding Neighbour Notification Map <input type="checkbox"/>	<b>Yes / No / NA</b>