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Electronic Submission

[Large file upload](#)

Via email (limited 20MB) – [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au)

USB via post or in person

*Please ensure that the documents are not password protected*

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## Certified BA01 Building Application Checklist

A certified application is accompanied by a certificate of design compliance signed by a registered Building Surveyor and can be made for any class of building and incidental structure. The Permit Authority has **10 business days** to decide on a certified application.

Applications for Class 1b and Class 2 to Class 9 buildings must be made as certified applications, this is optional for Class 1a and 10 buildings and incidental structures.

Required Forms and Information	N/A	Yes
<b>Forms</b>		
<u>Form BA1 Completed (certified)</u> Signed by all relevant parties.		
<b>Form BA 20 Completed</b> If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection)*		
<b>Building &amp; Construction Industry Training Fund Levy Form (BCITF)</b> The Building and Construction Industry Training Fund (BCITF) Levy applies to all residential, commercial and civil engineering projects undertaken in Western Australia where the total value of construction is estimated to be more than \$20,000. The rate of the levy is 0.2% of the total value of construction (inclusive of GST) or \$200 in every \$100,000 worth of project value. It is preferred this is paid direct to the CTF via the <a href="#">CTF Portal</a> . Please submit their receipt as proof of payment. If it is not paid direct, please complete the BCITF Levy Form (at the end of this form) and lodge with your building permit application and the Town will pay this fee on your behalf.		
<b>Required Information</b>		
<b>Certificate Of Design Compliance (CDC)</b> Signed by a Building Surveyor Contractor.		
<b>Copy of all plans and documents listed on the CDC</b>		
<b>Home Indemnity Insurance Certificate for dwellings over \$20,000</b>		
<b>Fees (Refer to <a href="#">Fee Calculator</a> on our website)</b>		

\* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of *the Building Act 2011* and failure to gain consent can meet with a fine of \$5,000.

## Uncertified BA02 Building Application Checklist

An uncertified application is submitted to the permit authority without a certificate of design compliance and can only be made for Class 1a and Class 10 buildings and incidental structures. An independent Building Surveyor is appointed by the permit authority to check the proposal and provide a certificate of design compliance. The Permit Authority has **25 business days** to decide on an uncertified application.

Required Forms and Information	N/A	Yes
Forms		
<a href="#"><u>Form BA2 Completed (Uncertified)</u></a>		
<b>Form BA 20 Completed</b> - If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) *		
<b>Building &amp; Construction Industry Training Fund Levy Form (BCITF)</b> The Building and Construction Industry Training Fund (BCITF) Levy applies to all residential, commercial and civil engineering projects undertaken in Western Australia where the total value of construction is estimated to be more than \$20,000. The rate of the levy is 0.2% of the total value of construction (inclusive of GST) or \$200 in every \$100,000 worth of project value. It is preferred this is paid direct to the CTF via the <a href="#"><u>CTF Portal</u></a> . Please submit their receipt as proof of payment. If it is not paid direct, please complete the BCITF Levy Form (at the end of this form) and lodge with your building permit application and the Town will pay this fee on your behalf.		
Required Plans		
<b>Site Plans to Scale (minimum scale 1:500) Showing:</b>		
1. size, shape and position of the block		
2. location and names of streets		
3. boundaries and contours at 500mm intervals		
4. location and dimensions of existing structures		
5. location of proposed development with boundary clearances (setbacks) clearly marked		
6. location of retaining walls		
7. datum point, proposed ffls and fgls		
8. north point		
9. extent of earthworks		
10. location and method of stormwater retention/disposal		

11. proposed vehicular access and crossover		
12. location of any easements		
13. location of sewer connection point		
14. location of water connection point		
15. location of power connection point		
<b>Floor Plans to Scale (minimum scale 1:100) Showing:</b>		
1. room sizes		
2. window and door sizes, types and direction of opening		
<b>Electrical Plan Showing:</b>		
1. exhaust fans		
2. smoke alarms		
3. lighting		
<b>Elevation Drawings Showing:</b>		
1. natural ground level		
2. proposed finished floor level		
3. proposed finished ground level		
4. ceiling height		
5. roof ridge height and degree of pitch		
6. window sizes and positions		
7. retaining wall heights and details		
<b>Detailed Cross Sections Showing:</b>		
1. footing details		
2. walls details		
3. eaves details		
4. roof details		
<b>Plans to Be Signed by a Practicing Structural Engineer:</b>		
1. details for footings/slab		
2. walls structure and bracing		
3. roof structure and bracing		
4. details of any required piling or grout injection		
5. retaining walls ( over 750mm)		
6. site classification (including a geotechnical report as required)		
7. statement of compliance to Australian Standard 1170.2 for wind actions		

<b>Home Indemnity Insurance for dwellings over \$20,000</b>		
<b>Further Information Required</b>		
Termite treatment details		
6 star energy efficiency compliance certificates/plans		
Specifications – standard or specific		
Fees (Refer <a href="#">fee calculator</a> on website)		

\* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of the Building Act 2011 and failure to gain consent can meet with a fine of \$5,000. For more information go to the “works affecting other land (BA20, BA20A)” link.

## Demolition Application BA5 Checklist

REQUIRED FORMS AND INFORMATION	N/A	YES
<b>FORMS</b>		
<a href="#">Form BA5 Completed</a>		
<b>Form BA 20 Completed</b> - If demolition works are adversely affecting neighbouring properties *		
<b>REQUIRED INFORMATION</b>		
<b>Copies of a site plan</b> - showing the location of the building to be demolished.		
Evidence of rodent baiting by a licensed Pest Control Operator and a written report/receipt for the work to ensure that it is not infested by rodents at the time of the demolition.		
Details of the licensed contractor – where asbestos is present		
A copy of any planning approvals - under the Planning and Development Act 2005 (where required)		
<b>Evidence of Notification of the Intended Demolition Work to the Provider of;</b>		
1. Electricity		
2. Gas		
3. Water		
<b>Evidence of Prescribed Notifications if the Application is Subject to;</b>		
1. a Heritage Agreement made under the Heritage Act section 29		
2. is entered in the Register of Heritage Places established under the Heritage Act section 46		
3. is subject to a Conservation Order under the Heritage Act section 59		
4. is subject to an Order in Council made under the Heritage Act section 80		
Asbestos removal council form		
<b>Building &amp; Construction Industry Training Fund Levy Form (BCITF)</b> BCITF levy form or receipt - for works exceeding \$20,000 (BCITF form must be made out to the Registered Builder).		
<b>FEES</b> (Refer <a href="#">fee calculator</a> )		

\* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of the Building Act 2011 and failure to gain consent can meet with a fine of \$5,000. For more information go to the “works affecting other land (BA20, BA20A)” link.

**BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AND LEVY COLLECTION ACT 1990  
(BCITF Act) – BUILDING PERMIT**

**PROJECT OWNER AND PROJECT DETAILS**

This information is mandatory and will be referred to for any queries regarding the project or if a refund of the levy paid is necessary.

**PROJECT OWNER – BUILDING PERMITS**

- The person or entity issued with a building permit under the *Building Act 2011* is the project owner and responsible for payment of the BCITF Levy;
- A project owner must provide proof that the BCITF Levy has been paid in order to be granted a permit;
- Full payment of the BCITF Levy can be made to a permit issuing authority as part of the building permit application process OR
- Full payment of the BCITF Levy can be made online and the receipt for payment included with other documents required for a building permit.

**CALCULATING PAYMENT OF THE BCITF LEVY**

The levy is calculated at 0.2% of the estimated value of the construction project, where the total value is more than \$20,000 (inc GST). Any variation in the amount of the BCITF Levy to be paid is confirmed when the final construction value differs by more than \$25,000 (inc GST) from the original estimate.

**WHAT IS THE PURPOSE OF THE LEVY?**

Revenue generated under the *BCITF Act* is directed by the Construction Training Fund (CTF) into programs that ensure the building and construction industry has an adequate number of skilled workers available to support the needs of the industry in WA. Revenue provides eligible employers with grants to offset the costs of employing new apprentices and trainees in construction trades and eligible workers with assistance to reduce the costs of training for skills required to perform their on-site work safely and effectively.

**SECTOR CLASSIFICATION** - examples for each sector include, but are not limited to:

**HOUSING**

- All new residential dwellings
- All renovations to existing residential dwellings
- Apartments
- Granny flats
- Garages
- Swimming pools

**COMMERCIAL**

- Retail outlets
- Warehouses, factories
- Offices, business premises
- Schools
- Hospitals, medical centres
- Sporting facilities

**ENGINEERING  
CONSTRUCTION**

- Roads, highways, railways, bridges
- Heavy industry
- Sewerage, drainage
- Water storage facilities
- Electricity, telecommunications supply
- Retaining walls

**RESOURCES (MINING)**

- Residential dwellings
- All renovations to existing residential dwellings
- Administration and support services facilities (offices, canteens, warehouses, gymnasiums etc)
- Processing facilities

**PENALTIES AND OFFENCES**

Non-payment of the BCITF levy or providing false or misleading information about construction works to which the levy applies is an offence. The penalty for such an offence is

- (a) \$20,000 for an individual
- (b) \$50,000 for a body corporate

Failure to pay the BCITF levy prior to commencement of construction can lead to a penalty of 100% of the value of the unpaid levy; annualised from the date construction commences, in addition to the original value of the unpaid levy.

**Have you**

- Read all definitions and conditions of payment of the BCITF Levy?
- Accurately completed all relevant sections of the form?
- Signed the form?
- Maintained a copy of the form and your receipt?

The white copy of the form to be submitted to the CTF by the collection agent; the green copy to be kept by the collection agent and the yellow copy is for the project owner's records.

PERMIT AUTHORITY  
USE ONLY

Reference number

**THIS FORM CAN ONLY BE USED WHEN APPLYING FOR A PERMIT AT A LOCAL GOVERNMENT AUTHORITY. THIS FORM MUST ACCOMPANY BCITF LEVY PAYMENT TO A PERMIT ISSUING AUTHORITY. IT IS NOT A RECEIPT OR PROOF OF PAYMENT.**

Project address/ Site	Lot No.		House No.	
Street				
Suburb/Town				Postcode
Project Title				
Your job ref No.				
Government contract	Y/N	Dept. issuing		Contract reference No.
Description of construction work (e.g. office building; single storey dwelling; swimming pool; telecoms tower; office fit-out; etc.)				
Permit Issuing Authority (Shire/Council/City)				

**PAYMENT OF LEVY** (payable where the estimated value of the construction project **exceeds \$20,000** inc GST)

Expected date of commencement	...../...../.....	SECTOR CLASSIFICATION	
Expected date of completion	...../...../.....	HOUSING	<input type="checkbox"/>
Value of construction work (inc GST)	\$	x 0.2% Levy	COMMERCIAL <input type="checkbox"/>
LEVY PAYABLE =	\$		ENGINEERING <input type="checkbox"/>
PROJECT OWNER DETAILS - <b>ALL FIELDS MANDATORY</b> (provided details will be used to create an account for the CTF online portal where required.)		RESOURCES	<input type="checkbox"/>

Building permit holder (see definition over) N.B. Permit holder may be contacted to confirm final value of construction	Name			
	Postal address	Street/PO Box		
		Suburb/Town		Postcode
Builder Reg. No			or owner builder	OB/...../.....
Contact name			Phone	
Email			ABN/ACN	
Signature			Date	...../...../.....

**FINAL CONSTRUCTION VALUE – ADJUSTMENT OF LEVY PAID**

The project owner nominated on this form **must** inform the Construction Training Fund (CTF) of the final construction value of a project upon its completion. An adjustment to the amount of levy to be paid may be required if the final construction value of the project has **varied by an amount exceeding \$25,000 (inc GST)** from the original estimated value of the construction project.

**NB: PLEASE ENSURE YOU HAVE READ THE CONDITIONS AND COMPLETED ALL RELEVANT SECTIONS OF THIS FORM.**



## BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AND LEVY COLLECTION ACT 1990

- (i) This form is to be used to accompany initial payment of the BCITF Levy.
- (ii) **“Project owner” in respect of any construction work means -**
- (a) The person who is required to hold a building permit in respect of that construction work;
  - (b) Where the construction work is carried out by the State, or an agent or instrumentality of the State, the person or organisation designated in writing by the Minister to be the project owner or, if the State or an agent or instrumentality of the State has engaged another person or body, other than as an employee, to carry out or cause to be carried out all of the construction work, the person or body so engaged; or
  - (c) Where paragraphs (a) and (b) do not apply -
    - (i) the person or body for whose direct benefit construction work exists upon its completion; or
    - (ii) if the person or body referred to in sub paragraph (i) has engaged another person or body, other than as an employee, to carry out or cause to be carried out all of the construction work, the person or body so engaged.
- (iii) “Construction work” means all of the work carried out in the State (or as referred to in Section 5 of the *BCITF Levy Collection Act 1990*) -
- (a) That is included in the definition of “construction industry” in the *Construction Industry Portable Paid Long Service Leave Act 1985*; or
  - (b) That is building work or demolition work as defined in the *Building Act 2011* section 3, but does not include any work that is prescribed as excluded from this definition.
- (iv) “Sectors”, in relation to the building and construction industry, means the following sectors of that industry -
- (a) The housing sector;
  - (b) The commercial sector;
  - (c) The engineering construction sector; and
  - (d) The resources (mining) sector (parts thereof);
- for further details refer to the Construction Training Fund’s (CTF) website.
- (v) Payment of BCITF levy (where estimated cost of building or construction work exceeds \$20,000 inc GST) every project owner shall -
- (a) Before commencing any construction work for which a building permit is required, pay to a collection agent or the Board, the levy in respect of that construction work based on the value of the construction work estimated (collection agent is required to sight evidence that the levy has been paid prior to issue of the building permit);
  - (b) Before commencing any construction work for which a building permit is not required -
    - (i) notify the Board of the construction work and the value of the construction work estimated; and
    - (ii) pay to the Board the levy in respect of that construction work based on the value of that work as notified to the Board; and
  - (c) where, on the completion of construction work, the value of the construction work varies by an additional amount of \$25,000 (inc GST) or more (after adjustment has been made for inflation) from the value of that work as estimated for the purposes of paragraph (a) or (b), notify the Board of that variation.
- (vi) Construction work shall be regarded as commencing -
- (a) Where a permit is required for the construction work, when any work the subject, or that is required to be the subject, of a permit commences.
  - (b) If paragraph (a) does not apply, where the construction work is to be carried out under a contract executed after this Act comes into operation, when any of that construction work commences;
  - (c) If paragraph (a) does not apply –
    - (i) where the construction work is to be carried out under a contract executed after this Act comes into operation, when any of that construction work commences; and
    - (ii) the project owner, after this Act comes into operation, engages another person or body, other than as an employee, to carry out or cause to be carried out any part or stage of that work, when any of the construction work that the person or body is engaged to carry out or cause to be carried out commences;
  - (d) if paragraph (a), (b) or (c) does not apply, when the construction work is prescribed as commencing.

Notwithstanding the above, levy is not payable in relation to construction work for which a building licence or a demolition licence under the *Local Government (Miscellaneous Provisions) Act 1960* was issued before this Act comes into operation.

### Penalty for late payment

Where construction work is commenced before the project owner has paid the levy due in respect of that work, the project owner is liable to pay to the Board, by way of penalty, an amount calculated from the time the construction work commenced at a prescribed rate per annum on the unpaid levy.

- (vii) Adjustment of amount paid after completion of construction work (where variation increases the value of construction work) -

Where on the completion of construction work the Board is satisfied that the value of construction work varies by \$25,000 (inc GST) or more (after adjustment has been made for inflation) from the value of that work as estimated for the purposes of (vi) above, the project owner shall pay to the Board or to a collection agent, an amount equal to the extra amount that would have been payable if the estimated value of the construction work had been the actual value of that work, where the value of the construction work was under estimated. Where variation reduces the value of construction work or the work is cancelled a Refund Claim Form is available.

- (viii) LEVY CALCULATION

Note: only payable where the estimated value of the construction project **exceeds** \$20,000 (inc GST).

- The levy rate of 0.2% applies to construction commencing on or after 1 January 2007 where the levy payment is paid on or after this date.
- Where a project commenced prior to 1 January 2007 the levy rate remains at 0.182%.

### PAYMENTS MAY BE MADE TO:

Collection agent (Local Government Authority issuing a building permit) or

Construction Training Fund [ctf.wa.gov.au](http://ctf.wa.gov.au)