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Electronic Submission

Large file upload

Via email (limited 20MB) – toc@claremont.wa.gov.au

USB via post or in person

Please ensure that documents are not password protected

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
Forms		
<u>Form BA1 Completed (certified)</u> Signed by all relevant parties.		
Form BA20 Completed If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection)*		
Building & Construction Industry Training Fund Levy Form (BCITF) 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 \$100,000. 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. This is paid direct to the CTF via the <u>CTF Portal</u> . Please submit their receipt as proof of payment.		
Required Information		
Certificate Of Design Compliance (CDC) Signed by a Building Surveyor Contractor.		
Copy of all plans and documents listed on the CDC		
Home Indemnity Insurance Certificate for dwellings over \$20,000		
For fees payable click here & for the amount of refundable damage bond due refer here , or contact the Town on 9285 4300		

* 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. The Permit Authority has **25 business days** to decide on an uncertified application.

Required Forms and Information	N/A	Yes
Forms		
<u>Form BA2 Completed (Uncertified)</u>		
Form BA 20 Completed - If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) *		
Building & Construction Industry Training Fund Levy Form (BCITF) 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. This is paid direct to the CTF via the <u>CTF Portal</u> . Please submit their receipt as proof of payment.		
Required Plans		
Site Plans to Scale (minimum scale 1:500) Showing:		
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		
Floor Plans to Scale (minimum scale 1:100) Showing:		
1. room sizes		
2. window and door sizes, types and direction of opening		
Electrical Plan Showing:		
1. exhaust fans		
2. smoke alarms		
3. lighting		
Elevation Drawings Showing:		
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		
Detailed Cross Sections Showing:		
1. footing details		
2. walls details		
3. eaves details		
4. roof details		
Plans to Be Signed by a Practicing Structural Engineer:		
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		
Home Indemnity Insurance for dwellings over \$20,000		
Further Information Required		
Termite treatment details		

7 star energy efficiency compliance certificates/plans		
Specifications – standard or specific		
For fees payable click here & for the amount of refundable damage bond due refer here , or contact the Town on 9285 4300		

* 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
FORMS		
Form BA5 Completed		
Form BA20 Completed - If demolition works are adversely affecting neighbouring properties *		
REQUIRED INFORMATION		
Copies of a site plan - 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)		
Evidence of Notification of the Intended Demolition Work to the Provider of;		
1. Electricity		
2. Gas		
3. Water		
Evidence of Prescribed Notifications if the Application is Subject to;		
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		
5. Asbestos removal council form		
Building & Construction Industry Training Fund Levy Form (BCITF) BCITF levy form or receipt - for works exceeding \$20,000 (BCITF form must be made out to the Registered Builder).		
For fees payable click here & for the amount of refundable damage bond due refer here , or contact the Town on 9285 4300		

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