**CERTIFIED BUILDING APPLICATION CHECKLIST**

**NEW WORKS**

|  |  |  |
| --- | --- | --- |
| **Required forms and information** | **N/A** | **Yes** |
| **FORMS** |  |  |
| **Form BA1 Completed (certified)** Council to provide CDC |  |  |
| **Form BA 20** **Completed** If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) **\*** |  |  |
| **REQUIRED INFORMATION** |  |  |
| **Certificate Of Design Compliance** signed by a Building Surveyor Contractor |  |  |
| **1 copy of all plans and documents listed on the Certificate Of Design Compliance** |  |  |
| **Home Indemnity Insurance for dwellings over $20,000** |  |  |
| The Shire is keen to reduce paper waste and processes and encourages building permit applications to be submitted on a USB with a hard copy of the application form. This is especially important when many documents make up the application.  The Shire also now accepts applications by email. Please send you application [planning@peppermintgrove.wa.gov.au](mailto:planning@peppermintgrove.wa.gov.au) |  |  |
| **FEES** |  |  |
| BCITF levies paid |  |  |
| Fee paid for Building Services Levy |  |  |
| Fee paid for council assessment |  |  |
| Bond paid for potential rectification of footpath/kerbing/verge/stormwater |  |  |
| Verge Permit Paid for use of verge during construction |  |  |

\* 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.