

UNCERTIFIED BUILDING - BA2

Application Checklist



This checklist includes all of the information required to deem the application 'complete' and enable Applications to be processed in a timely manner.

Please submit application along with this checklist to: city@busselton.wa.gov.au

Required Information	Checklist
Application Form <ul style="list-style-type: none"> Completed Uncertified BA2 application form All sections of the form must be completed. All property owner/s must be named on the form and signatures where applicable Estimated Building Cost: <i>must accurately reflect the costs including all labour, materials and services. Application may be rejected if cost is inaccurate</i> The Applicant and Builder need to sign the relevant sections 	<input type="checkbox"/>
BCITF Levy payment receipt <ul style="list-style-type: none"> This is required for all works with an estimated cost of construction above \$20,000 Can be paid online at BCITF Levy - Construction Training Fund (ctf.wa.gov.au) please provide receipt with application when submitting 	<input type="checkbox"/>
Owner Builders: Owner Builder Approval (from Building commission) if works exceed \$20,000	<input type="checkbox"/>
Planning Approval: Approval No. DA___ / _____ (if applicable)	<input type="checkbox"/>
Health Approval: Approval No. HA___ / _____ (if applicable) <ul style="list-style-type: none"> <i>Apparatus for the treatment of sewerage is assessed by Environmental Health Services and approved prior to issuing the building permit.</i> 	<input type="checkbox"/>

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280
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<p>Plans and supporting documentation which may be required</p> <ul style="list-style-type: none"> Home Indemnity Insurance for Class 1A (HII): <ul style="list-style-type: none"> Owner Builders may be exempt under Home Building Contracts Act 1991 Architectural Drawings: <ul style="list-style-type: none"> Site plan Dimensioned floor plan Elevations Cross sections and details Electrical layout - including smoke alarms Structural Engineering details and drawings: <ul style="list-style-type: none"> Site classification report Footing and slab design including steel reinforcement Wall and roof framing design Retaining walls > 0.5m high Energy Efficiency Compliance Certificate (7 star) Bushfire Attack Level report (BAL): <ul style="list-style-type: none"> Map of Bush fire prone areas Bushfire Material Specification Sheet Termite Treatment Onsite Stormwater management plan Specifications 	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Once application has been received the applicant will receive an invoice. Please refer to the [Online Building Fee Calculator](#) for fees and charges.

Enquiries: may be directed to Building Services staff on 9781 1732, via email at city@busselton.wa.gov.au or in person at the City Administration Building during office hours Monday - Friday.

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