UNCERTIFIED BUILDING - BA2

Application Checklist

This checklist includes all 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 • 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: *must accurately reflect the costs including all labour, materials and services. Application may be rejected if cost is inaccurate* • The Applicant and Builder need to sign the relevant sections	☐
BCITF Levy payment receipt • This is required for all works with an estimated cost of construction above **$100,000** • Can be paid online at BCITF Levy - Construction Training Fund (ctf.wa.gov.au) receipts must be included with the application when submitting	☐
Owner Builders: Owner Builder Approval (from Building commission) if works exceed $20,000, or $50,000 for Class 10a buildings (*sheds, garages, carports*)	☐
Planning Approval: Approval No. DA___ / _____ *(if applicable)*	☐
Health Approval: Approval No. HA___ / _____ *(if applicable)* *Apparatus for the treatment of sewerage is assessed by Environmental Health Services and approved prior to issuing the building permit.*	☐

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Plans and supporting documentation which may be required	
• **Home Indemnity Insurance for Class 1A (HII):** ○ Owner Builders may be exempt under Home Building Contracts Act 1991	☐
• **Architectural Drawings:** ○ Site plan ○ Dimensioned floor plan ○ Elevations ○ Cross sections and details ○ Electrical layout - including smoke alarms	☐
• **Structural Engineering details and drawings:** ○ 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):** ○ Map of Bush fire prone areas ○ Bushfire Material Specification Sheet	☐
• **Termite Treatment**	☐
• **Onsite Stormwater management plan**	☐
• **Specifications**	☐

Once an 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.