

CERTIFIED BUILDING – BA1

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
<p>Application Form</p> <ul style="list-style-type: none"> Completed Certified BA1 application form All sections of the form must be completed. All property owner/s must be named on the form and signatures where applicable The Applicant and Builder need to sign the relevant sections <p>Certificate of Design Compliance (CDC) – BA3</p> <p><i>Documents that may be required:</i></p> <ul style="list-style-type: none"> Home indemnity Insurance (HII) Architectural Drawings Structural Engineering Details and Drawings Energy Efficiency Compliance Certificate (7 star) Bushfire Attack Level Report (BAL) <i>if required</i> Termite Management Solution Onsite Stormwater Management Plan Specifications 	<input type="checkbox"/>
<p>BCITF Levy Payment Receipt</p> <ul style="list-style-type: none"> 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) receipt is required with application when submitting 	<input type="checkbox"/>
<p>Owner Builders: Owner Builder Approval (from Building commission) if works exceed \$20,000 or \$50,000 for Class 10a buildings (<i>sheds, garages, carports</i>)</p>	<input type="checkbox"/>
<p>Planning Approval: Approval No. DA___ / _____ (<i>if applicable</i>)</p>	<input type="checkbox"/>
<p>Health Approval: Approval No. HA___ / _____ (<i>if applicable</i>)</p> <p><i>Apparatus for the treatment of sewerage is assessed by Environmental Health Services and approved prior to issuing the building permit.</i></p>	<input type="checkbox"/>

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.

All Communications to:

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

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

*Where environment, lifestyle
and opportunity thrive.*