

# 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](mailto:city@busselton.wa.gov.au)

| Required Information  | Checklist                |
|---|--------------------------|
| <b>Application Form</b> <ul style="list-style-type: none"> <li>Completed <a href="#">Certified BA1</a> application form</li> <li>All sections of the form must be completed.</li> <li>All property owner/s must be named on the form and signatures where applicable</li> <li>The Applicant and Builder need to sign the relevant sections</li> </ul> <b>Certificate of Design Compliance (CDC) – <a href="#">BA3</a></b> <p><i>Documents that may be required:</i></p> <ul style="list-style-type: none"> <li>Home indemnity Insurance (HII)</li> <li>Architectural Drawings</li> <li>Structural Engineering details and drawings</li> <li>Energy Efficiency Compliance Certificate (7 star)</li> <li>Bushfire Attack Level report (BAL) <i>if required</i></li> <li>Termite treatment</li> <li>Onsite stormwater management plan</li> <li>Specifications</li> </ul> | <input type="checkbox"/> |
| <b>BCITF Levy payment receipt</b> <ul style="list-style-type: none"> <li>This is required for all works with an estimated cost of construction above <b>\$20,000</b></li> <li>Can be paid online at <a href="http://ctf.wa.gov.au">BCITF Levy - Construction Training Fund (ctf.wa.gov.au)</a> please provide receipt with application when submitting</li> </ul>   | <input type="checkbox"/> |
| <b>Owner Builders:</b> <a href="#">Owner Builder</a> Approval (from Building commission) if works exceed \$20,000   | <input type="checkbox"/> |
| <b>Planning Approval:</b> Approval No. DA___ / _____ (if applicable)  | <input type="checkbox"/> |
| <b>Health Approval:</b> Approval No. HA___ / _____ (if applicable) <ul style="list-style-type: none"> <li><i>Apparatus for the treatment of sewerage is assessed by Environmental Health Services and approved prior to issuing the building permit.</i></li> </ul>   | <input type="checkbox"/> |

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](mailto: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](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Where environment, lifestyle  
and opportunity thrive.*