



6177 Great Northern Highway
PO Box 70 Bindoon WA 6502
☎ (08) 9576 4600
✉ chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

CHECKLIST

APPLICATION FOR BUILDING APPROVAL CERTIFICATE (BA13)

If you have a building that does not have Building Approval you can submit an Application for a Building Approval Certificate (BA13). This is used to obtain retrospective approval for unauthorised structure(s) that are Class 1 (residential buildings), Class 10A (non-habitable outbuildings) and Class 10B (swimming pool, fencing, retaining)

In addition to the application form (BA13), a Certificate of Building Compliance (BA18) and supporting documentation is required. A Registered Private Building Surveyor will assist you to prepare and certify these documents. The Shire of Chittering Building Surveyor is not permitted to issue a Certificate of Building Compliance (BA18) for a retrospective approval within the Shire of Chittering.

Please be advised that some unauthorised structures may also require retrospective Development Approval (planning). Should retrospective Development Approval be required, it must be obtained prior to the lodgement of an application for a Building Approval Certificate. Please note that depending on the development, you may be required to provide additional information to what is listed.

APPLICATION FEES

Retrospective applications incur a fee in addition to the standard fees charged for an application for building permit. The fees for your application are calculated on the cost of the development. Developments under \$20,000 will need to pay the Building Services Levy and the Uncertified Building Permit Application fee. Developments \$20,000 and over will need to pay an additional fee to the Construction Training Fund (CTF) called the Building Construction Industry Training Fund (BCITF) Levy which is 0.2% of the development cost.

SUBMISSION

Complete applications can be submitted to chatter@chittering.wa.gov.au.

CHECKLIST

<input type="checkbox"/>	<p>Application for Building Approval Certificate (BA13) See: https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0</p>
<input type="checkbox"/>	<p>Certificate of Building Compliance (BA18) that has been issued and signed by a Private Building Surveyor</p>
<input type="checkbox"/>	<p>All supporting documentation listed on the Certificate of Building Compliance (BA18) including:</p> <p>Site Plan</p> <ul style="list-style-type: none"> • Scaled and dimensioned with the scale noted on them. • Street, lot number and street/road name • North point • Existing and proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable) • Existing and proposed uses • Natural, existing and proposed ground and finished floor levels (<i>Relative to nominated datum point or AHD</i>) Note: Brick courses will be acceptable for minor nature development • Access points: driveways and/or right of way access and pedestrian access. • Boundaries and lot dimensions • Setbacks to all boundaries • Details and location of any fencing • Location, layout and dimension of any car parking area, including loading bays. • Outline of all existing buildings/structures on adjoining properties. • Street verge including; street verge trees, power poles, drainage pits, manholes, crossovers, footpaths, and any other obstructions. • Location of any easements. • Location of existing and/or proposed Septic/ATU location. <p>Floor/Layout Plans</p> <ul style="list-style-type: none"> • Scaled and dimensioned with the scale noted on them. • A plan of every storey with floor levels (RL or AHD). • Internal layout showing existing and proposed, doors/windows and room names • Roof/eaves lines • Total floor area in square metres • Setbacks to all boundaries on all sides <p>Elevation Plans</p> <ul style="list-style-type: none"> • Scaled and dimensioned with the scale noted on them. • All four elevations are to be submitted with description/heading of each elevation (or 3 for minor nature development). • Natural and proposed ground and finish floor levels (Relative to nominated datum point of AHD). • Overall height dimension, shown from NGL to ridge.
<input type="checkbox"/>	<p>A completed BCITF Levy form (only for developments \$20,000 and above)</p>
<input type="checkbox"/>	<p>A form of payment for the fees</p>