



Building Application Checklist – BA2 Uncertified Application

Approval and Forms	Further Information	Attached	
		Yes	N/A
Development Approval	A development approval is separate to a building permit and the proposed development may require a development approval and a building permit.	<input type="checkbox"/>	<input type="checkbox"/>
Health Approval (Septic Tank/Leach Drain)	Health approval for a septic system is required prior to lodgement of a building application. https://www.health.wa.gov.au/Articles/A_E/Apply-to-install-awastewater-system	<input type="checkbox"/>	<input type="checkbox"/>
BA2 Form	These application forms are available from the website, please click on the link https://www.boyupbrook.wa.gov.au/services/buildingservices/building-services.aspx www.boyupbrook.wa.gov.au or from the front counter at the Shire’s Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
Fees	Refer to the Shire’s “Building Services Fees and Charges’ information sheet attached.	<input type="checkbox"/>	<input type="checkbox"/>
Building Construction Industry Training Fund (BCITF) levy payment form or receipt	Required for building works with a value greater than \$20,000 . https://cdn.bunbury.wa.gov.au/wp-content/uploads/2024/01/BCITF-Levy-Fund-Form.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	One Copy of all documents required	Yes	N/A
Site Plan	Draw to scale (1:200) and to include the following detail: <ul style="list-style-type: none"> • Location and dimensions of the proposed building(s) • Location of all existing structures on the property • Measurements from the boundaries to the proposed building • Location of stormwater drainage septic tanks and leach • Location of any buildings or structures to be demolished • Existing and proposed ground levels • Extend of any cut and fill including gradients • North Point 	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	Dimensioned floor plan	<input type="checkbox"/>	<input type="checkbox"/>
Elevation	To include all dimensions and openings	<input type="checkbox"/>	<input type="checkbox"/>
Sections	Cross sections and details	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Services Plan	Floor plan that shows locations of proposed lighting, exhausts, interconnected smoke alarms.	<input type="checkbox"/>	<input type="checkbox"/>

Termite Management Certificate	A Certificate from a Certified Pest Company or Inspector detailing the specific treatment to achieve NCC BCA part 3.4 Termite Risk Management. https://www.commerce.wa.gov.au/publications/termites-andyour-home	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	To include references to the relevant Australia Standards, to which a building is to be constructed in terms of structural, operational, and aesthetic aspects.	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineer's Certification	Detailed Structural Plans that are signed, dated, and certified by a suitably qualified structural engineer, including the site and wind classification and the following components for the proposed building.	<input type="checkbox"/>	<input type="checkbox"/>
Soil Test Report (Site Soil Classification)	This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification (or site classification) is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer.	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiently Report	An Energy Efficiency Report certified and signed by an accredited qualified energy assessor.	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Attack level Assessment (if applicable)	BAL Report (If applicable) To determine if your property is within the Designated Bushfire Prone Area, please refer to the DFES website https://www.dfes.wa.gov.au/hazardinformation/bushfire/bushfire-prone-areas	<input type="checkbox"/>	<input type="checkbox"/>
Home Indemnity Insurance	If residential building work value over \$20,000 the builder must provide the Home indemnity Insurance, not applicable to owner builders.	<input type="checkbox"/>	<input type="checkbox"/>
Registered Builder Details or Owner Builder Certificate	Not required if less than \$20,000. Owner Builder will need to apply for owner builders registration if the value of works exceeds \$20,000 with DMIRS https://www.commerce.wa.gov.au/building-andenergy/owner-builder-application	<input type="checkbox"/>	<input type="checkbox"/>