

UNCERTIFIED BUILDING PERMIT (BA2) APPLICATION CHECKLIST

Application Forms	
BA2 – Application for Building Permit	<input type="checkbox"/>
BA20 – Notice and Request for Consent to Encroach or Adversely Affect <i>Please note: this form is to be signed by the affected adjoining property owners where there is an encroachment or the works will adversely affect their property.</i>	<input type="checkbox"/>
Supporting Information Required	
Owner Builders Certificate <i>Please note: this only applies if owner builder is applying for residential building work over \$20,000. To be provided if proceeding as an owner builder where a registered builder would have otherwise been required.</i>	<input type="checkbox"/>
Home Indemnity Insurance Certificate <i>Please note: this only applies to residential works over \$20,000, with the following exemptions:</i> <ul style="list-style-type: none"> • <i>Incidental works such as swimming pools, carports, fences, pergolas and the like that do not impact the dwelling;</i> • <i>multi-storey, multi-unit developments with more than 3 storeys, or more than one basement storey</i> 	<input type="checkbox"/>
Development (planning) approval (if required)	<input type="checkbox"/>
Payment of Fees – as per Schedule of Fees and Charges	
Town of Bassendean Fees	<input type="checkbox"/>
Building Services Levy Fee <i>Please note: payment to the Town is required.</i>	<input type="checkbox"/>

You will be contacted by Customer Service regarding payment of the required building permit application fees, once the application documentation has been checked and is complete.

[Construction Training Fund \(CTF\) Levy](#) – provide receipt for proof of payment *Please note: this fee is only required for works over \$100,000.*

Plans, specifications and technical documents – the documentation required and the form it must take will be determined by the Building Surveying Practitioner who will endorse the Certificate of Design Compliance. This information may reasonably include the following (depending on the nature of the proposal)

1) Architectural Plans:

- Site plan;
- Floor plan;
- Elevations;
- Cross section details;
- Electrical layout;
- Stormwater plan;

2) Structural Engineers Details & Drawings

- Footing and slab design;
- Wall and roof framing design; and
- Retaining walls

3) Other Documentation

- Termite Management Details
- Energy Efficiency Report
- Site Classification Report
- Geotechnical Report
- Wind Classification Report
- Bushfire Attack Level Report

All building permit applications must be submitted via email to: mail@bassendean.wa.gov.au

Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process. The Town's Building Team can provide information relating to building permit applications. A building surveyor may be contacted in-person between 9:00am and 4:30pm at the Town's Customer Service Centre (Bassendean Memorial Library, 46 Old Perth Road). Alternatively, you can call on 9377 8000 or email mail@bassendean.wa.gov.au.