



This checklist is to assist applicants to prepare a complete uncertified building permit application. A complete building application, where all necessary information has been provided in accordance with this checklist, will enable the Town to avoid unnecessary delays in the processing of your application. Please note further information and/or modifications may be requested by the Town after a full assessment has been undertaken. Applications can be lodged in the following ways:

- By email at ePlanning@porthedland.wa.gov.au
- Posted to PO Box 41, Port Hedland WA 6721
- In person at the Civic Centre on McGregor Street, Port Hedland

For further information, please contact the Town on 08 9158 9300 or at the Civic Centre, 13 McGregor Street Port Hedland

DOCUMENTATION		N/A	APPLICANT PROVIDED	ACCEPTING OFFICER
1	Has Development Approval been obtained (where applicable)? Ref No. ____/____ Have relevant conditions of approval been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BA2 Form - Application for Uncertified Building Permit - completed in full <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? – see Information Sheet, Landowners Consent Guidelines • Has Part 4 been completed and signed by the responsible builder? • Has the contract price/value of the building been stated? – see Information Sheet, Estimating the Value of Building Work 		<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Training Fund Levy (CTF) Form Required only where the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	For Residential work at a cost in excess of \$20,000: Home Indemnity Insurance – a copy <u>showing the correct property</u> must be provided; or Owner/Builder Approval - A copy of a <u>valid Owner Builder Approval</u> must be provided if a registered builder is not to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Where proposed building work will encroach on another land or adversely affect other land evidence that all consents or court orders have been obtained (Form BA20) and/or statement on application form has been filled out and signed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND TECHNICAL DOCUMENTS				
6	ARCHITECTURAL PLANS Site Plan to a readable scale showing as a minimum: <ul style="list-style-type: none"> • all proposed and existing structures, including dimensions • all relevant setbacks • cross over and driveway access • street names • finished floor levels • lot dimensions Elevations to a readable scale showing as a minimum: <ul style="list-style-type: none"> • materials ie roof and wall claddings • window and door openings (including cyclone screens if applicable) • ground, floor and ceiling levels. • roof slope 		<input type="checkbox"/>	<input type="checkbox"/>
	Section view/s to a readable scale showing as a minimum: <ul style="list-style-type: none"> • construction details such as materials and insulation requirements • internal/external cladding • dimensions, height etc. 		<input type="checkbox"/>	<input type="checkbox"/>

Checklist to accompany an Application for Uncertified Building Permit
Dwellings and Habitable Additions and Alterations – Class 1a

BA2

7	STRUCTURAL ENGINEERS DRAWINGS - signed & certified by a practising certified structural engineer. All elements of the building including footings, slab, wall framing, roof framing, floor framing, connections, glazing etc must be provided		<input type="checkbox"/>	<input type="checkbox"/>
8	TECHNICAL CERTIFICATES: a) Energy Efficiency- Insulation details b) Technical certificates (ie engineering certificate) required to issue the CDC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY			
Accepting Officer Declaration I verify the above information has been checked and the application can be accepted for assessment			
<input style="width: 90%; height: 25px;" type="text"/> Accepting Officer	<input style="width: 90%; height: 25px;" type="text"/> Date	<input style="width: 90%; height: 25px;" type="text"/> Application Number	
<input style="width: 90%; height: 25px;" type="text"/> Application Fee	<input style="width: 90%; height: 25px;" type="text"/> BCITF Levy	<input style="width: 90%; height: 25px;" type="text"/> Building Services Levy	<input style="width: 90%; height: 25px;" type="text"/> Total