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# *COUNCIL APPLICATIONS*

COMPLETING THE FORMS.....

*A step by step guide for residential properties*

Refer to Government of Western Australia department of Commerce for current blanks applications forms:

[www.commerce.wa.gov.au/building-commision/building-approval-forms-0](http://www.commerce.wa.gov.au/building-commision/building-approval-forms-0)

## Application for Building Permit - Certified

Western Australian Building Act 2011 s.16  
Building Regulations 2012, Regulation rr. 4, 16

Application number

OFFICE USE ONLY

For assistance with completing this form refer to the 'Guide to lodging a certified building permit application'.

Permit authority

XXXXXX

Insert local shire or council

### 1. Property this application relates to

Property street address

Lot XX (#xxx) SAMPLE ST

(Street number, Lot Number, street name, suburb, postcode)

Insert street address and lot number

Local government area (if different from permit authority)

Is this lot vacant?

Yes  No

Check most appropriate box

### 2. Details of building work

Project name (if any)

Description of the building/s and building work

XXXXXX

Type of work: ie new building/structure or alteration & addition

Main use of building/s

XXXXXX

Insert main use of structure - eg - dwelling

Building Code of Australia (BCA) class of the building/s (refer to the Certificate of Design Compliance)

Main BCA class

XXXXXX

Secondary BCA classes (for multi-purpose buildings)

Refer to design compliance form for details

Nature of building work

- New dwelling     Addition / alteration     Swimming pool/spa     Shed     Garage     Patio/carport
- Change of use / conversion     Relocation to this property     Relocation from this property to another     Fitout     Other (please specify)

Check most appropriate box

Check most appropriate box

Type of structure  Detached (free standing)  Attached to another structure

Refer to architectural plans

Number of residential dwellings to be created

Number of storeys of the highest building

Estimated value of building work (including GST) \$

Estimate approximate construction cost including gst, materials, labour etc

Refer to architectural plans

Refer to architectural plans

Floor area to be created

m<sup>2</sup> Site (Lot) Area

m<sup>2</sup>

What are the main materials used in the building work?

Floor: (concrete, timber, other)

Exterior Walls: (double brick, brick veneer, stone/concrete, fibre cement, glass, steel, other)

Roof cover: (tiles, fibre cement, steel sheet, other)

Wall Frame: (timber, steel, aluminium, concrete, other)

xxxxxx

xxxxxx

xxxxxx

xxxxxx

(if 'other' please specify)

Insert construction materials

Will the building work be government owned?  Yes  No

Check no if privately owned

Is this application for a stage of a multi-stage building project?  Yes  No

Check no unless built in stages over a few years

Complete all details and sign.  
Ensure owner reflect that  
written on land title

**3. Owner Details**

Owner's name 1 Ph  
 Postal address Mob  
Fax  
 Email address  
**Signature of owner\*** **Date**  
 Owner's name 2 Ph  
 Postal address Mob  
Fax  
 Email address  
**Signature of owner\*** **Date**

For definition of owner, see 'Guide to lodging a certified building permit application'.  
 \* If you are authorised to sign on behalf of the owner, please provide your legal authorisation

**4. Building Contractor Details**

If construction cost over  
\$20,000, Builder engaged to  
complete work to complete  
and sign this section

Builder's name (*as shown on Register of Builders*)  
 Postal address Mob  
Fax  
 Email address

Registration number or owner-builder approval number If you are an owner-builder, please attach an owner-builder approval from the Building Services Board.

Name: (print) Signature: Date:

Builder's signature

**5. Applicant Details (if different to owner or builder)**

Applicant's name Ph  
 Postal address Mob  
Fax  
 Email address

Complete as required

**Statement**

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of design compliance signed by a registered building surveyor;
2. In accordance with s.20 of the *Building Act 2011*, and regulation 18 of the *Building Regulations 2012*;
  - o All prescribed authorities have been obtained, and have been or are being complied with; and
  - o All prescribed notifications have been given.

Provide evidence of compliance with approvals and notifications given. For information on prescribed requirements, refer to the document 'Guide to lodging a certified building permit application'.

3. (Class 2 - 9 buildings only) In accordance with s.20 of the *Building Act 2011*, and regulation 18 of the *Building Regulations 2012*; the plans and specifications specified in the certificate of design compliance has been given to FESA.
4. If the proposed building work will encroach on other land, all consents or court orders have been obtained.

Does the work encroach on other land?       Yes     No

Has consent or a court order been obtained     Yes     No

Attach a copy of each consent or court order obtained.

5. If the proposed building work will adversely affect other land, all consents or court orders have been obtained.

Does the work adversely affect other land?     Yes     No

Has consent or a court order been obtained     Yes     No

Attach a copy of each consent or court order obtained.

Check no, generally does not apply

Name: (print)

Signature:

Date:

Applicant

Complete & sign