



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](mailto: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	<b>BA2 Form - Application for Uncertified Building Permit - completed in full</b> <ul style="list-style-type: none"> <li>• Have you obtained the consent of all property owners? – see Information Sheet 8</li> <li>• Has Part 4 been completed and signed by the responsible builder?</li> <li>• Has the contract price/value of the building been stated? – see Information Sheet 9</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Building and Construction Industry Training Fund (BCITF) Form</b> 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: <b>Home Indemnity Insurance</b> – a copy <u>showing the correct property</u> must be provided; or <b>Owner/Builder Approval</b> - 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	<b>Where proposed building work will encroach on another land or adversely affect other land</b> 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	<b>ARCHITECTURAL PLANS</b> Site Plan to a readable scale showing as a minimum: <ul style="list-style-type: none"> <li>• all proposed and existing structures, including dimensions</li> <li>• all relevant setbacks</li> <li>• cross over and driveway access</li> <li>• street names</li> <li>• finished floor levels</li> <li>• lot dimensions</li> </ul> Floor plans to a readable scale showing as a minimum: <ul style="list-style-type: none"> <li>• room function and layout</li> <li>• window and door openings</li> <li>• clear dimensions of all rooms</li> <li>• show exhaust fan/s, where applicable</li> <li>• electrical fixtures such as hard wired smoke detectors etc. or electrical plan provided</li> </ul> Elevations to a readable scale showing as a minimum: <ul style="list-style-type: none"> <li>• materials ie roof and wall claddings</li> <li>• window and door openings (including cyclone screens if applicable)</li> <li>• ground, floor and ceiling levels.</li> <li>• roof slope</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>

