

This checklist is to assist applicants to prepare a complete certified 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 occurring 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

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	BA1 Form - Application for Certified Building Permit - <i>completed in full</i> <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	BA3 Form - Certificate of Design Compliance (CDC) - <i>completed in full</i> (a) Signed by an appropriately registered building surveyor; and (b) Issued by a registered building surveyor, contractor or a local government		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4	Plans, Specifications, Technical documents, Structural Engineers Drawings relied upon by the building surveyor - must be those specified in the BA3 Form - Certificate of Design Compliance (CDC) and reference the correct plan/sheet/date/revision numbers		<input type="checkbox"/>	<input type="checkbox"/>
5	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"/>
6	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"/>
7	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"/>

**OFFICE USE ONLY**

Accepting Officer Declaration

I verify the above information has been checked and the application can be accepted for assessment

Accepting Officer

Date

Application Number

Application Fee

BCITF Levy

Building Services Levy

Total