

Certified Building Application Checklist

Fitout

NOTE: Please contact our Planning Unit to confirm if a Development approval is required for the proposed works prior to the submission of a Building Permit application.

LODGEMENT METHOD

Applications are to be submitted in one of the following formats (emailed applications are not accepted):

CATEGORY 1:

Applicant is a registered Business/Professional in the Design, Planning or Construction industry:

Online Only: Electronic Lodgement

To register for electronic lodgement, go to the Town's website, select 'Lodge an application', agree to the Terms and Conditions and then click on the 'Register Now' button.

CATEGORY 2:

Applicant is not a Category 1 applicant:

<input type="checkbox"/> In Person:	1 Electronic Copy (Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom)	OR	1 Hard Copy (ONLY if entire application is A3 size or smaller and max. 10 pages total)
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<input type="checkbox"/> By Post:	1 Electronic Copy (Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom) with hard copy cover letter and cheque for payment	OR	1 Hard Copy (ONLY if entire application is A3 size or smaller and max. 10 pages total) with cheque for payment
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INFORMATION REQUIRED

Forms & Fees

Certificate of Design Compliance – All documents as listed in the Certificate of Design Compliance (CDC) (BA3)

BA01 form – **Application for Building Permit - Certified** with:

- *Builders Name, Address, Registration number and Signature*
- *Owners Name(s), Address and Signature(s)*
- *Value of total works (including GST)*

Building application fee and Building Services Levy (BSL) fee is required.
Construction Training Fund (CTF) Levy fee (if works over \$20,000)

Plans

Floor Plans

Specifications

Structural plans certified by a practicing Structural Engineer

Required Documentation

Certificate of Fire Engineering Compliance (*where applicable*)

Energy Efficiency Compliance; applicable parts of section J BCA 2013

Other Documentation

Heritage approval (If applicable)

FESA (If applicable)

Water Corporation Approval (If applicable)

Note: Meeting these checklist requirements does not necessarily mean that the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process, if required.

<p>TO BE COMPLETED BY COUNCIL Application vetted by:</p>
