Planning and Development
Uncertified Building Application Checklist (BA2)

An uncertified application is submitted to the Local Government without a certification of design compliance and can only be made for Class 1a and Class 10 buildings and incidental structures. Class 1b (boarding house, guest house or hostel) and Class 2-9 buildings (apartments, commercial, industrial, etc) must be lodged as certified applications.

Advisory Note This list is not a complete list of all requirements but is a general guide of the minimum information required. Further information may be required upon assessment of the application.

Fee Payable

All applicable fees are available from the Shire of Boddington website.

Prescribed Fees	Provided	
	N/A	Yes
Application Fee ▪ This will vary according to the type of application and where applicable, the value of building works undertaken	☐	☐
Building Services Levy (BSL) ▪ This will vary according to the type of application and where applicable, the value of building works undertaken	☐	☐
Construction Training Fund Levy (CTF)* ▪ Payable when the value of works is above $20,000 (inc. GST). ▪ A CTF payment receipt is to be submitted ** Note – There is a legislated fee payable to the Construction Training Fund (CTF)*	☐	☐

Application Forms (BA2 - Application for Building Permit - Uncertified)

Application forms and guides are available from the Department of Building and Energy website. https://www.wa.gov.au/organisation/building-and-energy/building-and-energy.

Application Form	Provided	
	N/A	Yes
BA2 – Application for Building Permit – Uncertified	☐	☐
Ensure ALL owners have signed, use multiple pages for more than one owner	☐	☐
Ensure Sections 3, 4 and 6 have been signed	☐	☐

The Shire of Boddington collects personal information to process requests, applications and related enquiries. Information may be shared with relevant parties where required or as authorised by law. If the information is not provided, the request or application may not be processed. Further information is available in the Shire's Privacy Statement.

Shire of BODDINGTON

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Home Indemnity Insurance Certificate

Prescribed Approval	Provided	
	N/A	Yes
Registered Builders ▪ All residential building permit applications, with a value of construction that exceeds $20,000 (inc. GST) must be covered by Home Indemnity Insurance ** Note – Home Indemnity Insurance is not required for 'associated works' such as building a swimming pool, carport, pergola, fence, and landscaping*	☐	☐
Owner Builder Certificate ▪ If the value of works as part of an Owner-Builder Approval are $20,000 (inc. GST) or more and you are not a registered building contractor or engaging a registered building contractor, it is necessary to apply to the Department of Building and Energy for an Owner-Builder Certificate ** Note – Owner-Builder Certification application forms are available from the Department of Building and Energy website – https://www.wa.gov.au/organisation/building-and-energy/building-and-energy*	☐	☐

Prescribed Approvals

Prescribed Approval	Provided	
	N/A	Yes
Planning Approval ▪ If the building work is development defined in Section 4 of the *Planning and Development Act 2005* - check with your Local Government whether Planning Approval is required	☐	☐
Health Approval ▪ If the building work involves the construction or installation of any apparatus for the treatment of sewerage (e.g. effluent disposal system) as defined in the *Health (Miscellaneous Provisions) Act 1911*	☐	☐
Aquatic Approval ▪ If the building work involves the construction, alteration or extension of an aquatic facility as defined in the *Health (Aquatic Facilities) Regulations 2007*, regulation 4, the approval required under Part 2 Division 1 of those regulations	☐	☐

Documents Required for Assessment

Application Form	Provided	
	N/A	Yes
Minimum scale of 1:100 – including a **site plan**, **floor plan**, elevations, electrical plans, cross section and boundary wall details (if applicable)	☐	☐

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Structural Drawings	Provided	
	N/A	Yes
Structural drawings signed by a Practicing Structural Engineer	☐	☐
Soil classification signed by a Professional Engineer	☐	☐

Other Documents	Provided	
	N/A	Yes
Energy efficiency documentation	☐	☐
Termite Management Plan	☐	☐
List of standard specifications	☐	☐

Work Affecting Other Land

It is a requirement to declare whether the building work proposed encroaches or adversely affects other land (Parts 2 and 3 of the BA2 Application Form). Adversely affecting land includes:

- Reduce the stability or bearing capacity of the land or a building or structure on the land; or
- Damage, or reduce the structural adequacy of, a building or structure on the land; or
- The changing of the natural site drainage in a way that reduces the effectiveness of the drainage of the land or existing or future buildings or structures on the land.

Work Affecting Other Land	Provided	
	N/A	Yes
Consent from affected landowner (BA20; or Building and Energy Pro Forma Statement of Work Authority Affecting Other Land signed by a Registered Building Practitioner – with full name and registration number)	☐	☐
Court Order	☐	☐

Note – if you have ticked yes to either Part 4 or 5 of the BA1 Application Form, then you must complete details on Part 4 and/or 5 of the form and obtain consent from the affected landowner(s), or a court order, before a building permit can be granted for the building works.

Bushfire Areas

Most building works that fall within a designated bushfire prone area must comply with the bushfire construction requirements of the National Construction Code and Australian Standard 3959 – 2009. These provisions include specific bushfire construction requirements for the following classes of residential and commercial buildings:

- Class 1.
- Class 2.
- Class 3.
- Class 9 Vulnerable Use Buildings; and
- Class 10a Buildings and Decks associated with a Class 1, 2, 3 or 9 Vulnerable Use Building.

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If proposing one of the listed classes of buildings above in a Bushfire Prone Area, you will require a Bushfire Attack Level (BAL) certificate and report (**the Bushfire Management Plan required for the Development Application is not the same**).

A BAL is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact. Determining the BAL for the property will require an assessment by an appropriately accredited professional.

To view the map of bushfire prone areas, please visit the website of the Department of Fire and Emergency Services – www.dfes.wa.gov.au/bushfireproneareas.

BAL Report	Provided	
	N/A	Yes
A Bushfire Attack Level Certificate ▪ Prepared by a suitably qualified practitioner ▪ Must be less than 12 months old	☐	☐
A Bushfire Attack Level Report ▪ Prepared by a suitably qualified practitioner	☐	☐

Who is Completing this Checklist?

Person Completing this Form							
Applicant	☐	Property Owner	☐	Builder	☐	Building Surveyor	☐
Other	☐	(please state):					

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