



**Checklist
Residential Dwellings - Class 1a
Application for Building Permit – Certified - Form BA1
or Uncertified Form BA2**

To help you with the assessment of your Building Permit application (Certified and Uncertified), we have created this checklist for you. Please make sure you have read the information on the [City of Melville's website](#).

Applications must be completed and paid in full.

This Checklist will help you not to forget or miss on any required information, so your application is not returned.

ADDRESS: LOT _____ # _____

PROPOSED DEVELOPMENT: _____

HAVE YOU PROVIDED THE FOLLOWING INFORMATION?		(✓)	For City of Melville Internal Use Only (✓)
FORMS			
1. Form BA1 – (Certified) or Form BA2 (Uncertified)		<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) Completed Building Permit Application:			
• Form BA1 – (Certified) or		<input type="checkbox"/>	
• Form BA2 (Uncertified)			
b) Completed Building Permit Application Form to be signed by, each owner of the land, unless exempt.		<input type="checkbox"/>	
c) Clearly indicate the estimated value of building work (including GST) on the Building Permit Application Form.		<input type="checkbox"/>	
d) Registered Builder's Details – Builder must provide their registration number if works exceed \$20,000 on the Building Permit Application Form		<input type="checkbox"/>	
e) Builder's Details – Builder must sign the Building Permit Application Form.		<input type="checkbox"/>	
2. Construction Training Fund Levy Form (CTF)		<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) Completed Construction Training Fund Levy Form (CTF) if works exceed \$20,000 or CTF receipt or proof of pre payment.			
3. Owner-Builder Approval / Certificate (if applicable)		<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) Owner-Builder Approval / Certificate from the Building Services Board (Department of Mines, Industry Regulation and Safety) if works exceed \$20,000.			
4. Certificate of Title and Diagram of Survey		<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) A copy of the <u>Certificate of Title</u> and <u>Diagram of Survey</u> naming the applicant as the registered proprietor of the land and issued by Landgate within the last twelve (12) months.			
5. Checklist		<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) Completed Checklist for Residential Dwellings – Class 1a			



FEES		
<p>6. Building Permit Application Fee</p> <p>a) Building Permit Application Fee plus associated State levies must be paid at time of lodgement of the application (Refer to the Building Application Fee Schedule).</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>7. Verge Bond Fee</p> <p>a) Verge Bond Fee payable for applications <u>over</u> \$20,000. Exception: Verge Bond payable for all swimming pool and Demolition applications regardless of value.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
CERTIFICATE		
<p>8. Home Indemnity Insurance Certificate</p> <p>a) Original copy of the Home Indemnity Insurance Certificate under the provisions of the <i>Home Building Contracts Act 1991</i> from an approved insurer. (<u>NOT</u> required for Owner - Builders and / or for multi-storey developments with a rise in storey of more than 3).</p> <p>b) Ensure names, address, contract value details are correct.</p>	<input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
APPROVALS		
<p>9. Planning / Development Approval</p> <p>a) Planning Approval or Written Advice issued by the City of Melville’s Statutory Planning Services for the proposed development (if applicable). DA- _____ - _____</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>10. Health Approval</p> <p>a) If the proposal requires installation or alteration of an on-site sewage effluent system, provide evidence that the proposed plans have been submitted to and/or approved by the City of Melville Health Services.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



CONSENTS		
<p>11. BA20 and / or BA20A</p> <p>a) Completed BA20 if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the <i>Building Act 2011</i>.</p> <p>b) Completed BA20A if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the <i>Building Act 2011</i>.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
DESIGN CERTIFICATES		
<p>12. Certificate of Design Compliance – (CDC) Form BA3</p> <p>a) <u>CERTIFIED BUILDING APPLICATIONS ONLY</u></p> <p>Provide a Certificate of Design Compliance (CDC) BA3 that is signed by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1.</p> <p>b) Ensure that all documents stated on the Certificate of Design Compliance, (Drawings, Specifications and Technical Certificates) are attached in order as stated on the CDC and lodged with the application.</p> <p>OR</p> <p>c) <u>UNCERTIFIED BUILDING APPLICATIONS ONLY</u></p> <p>A Certificate of Design Compliance (CDC) BA3 is NOT required for an uncertified building application. The City will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance (CDC) BA3. An uncertified application must be made with a BA2 form.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
PLANS AND DETAILS		
<p>13. Architectural Plans / Drawings</p> <ul style="list-style-type: none"> • ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size. • New and Existing Work - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means. • Plans are to include the following: 	<p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



<p>15. Energy Efficiency Documentation</p> <p>a) An Energy Efficiency Report <u>certified and signed</u> by an accredited qualified energy assessor.</p> <p>b) ONE complete set of Architectural Plans / Drawings <u>stamped, certified and signed</u> by an accredited qualified energy assessor.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>16. Termite Management Certificate</p> <p>a) Details of Termite Management (eg. chemical and physical barriers).</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
STRUCTURAL ENGINEER PLANS AND DETAILS		
<p>17. Structural Engineers Plans and Details</p> <p>ONE set of Structural Engineers Plans and Details must be <u>designed, certified / signed</u> by a practising Structural Engineer as stated below:</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>17. a) Site Classification Report</p> <p>i) A Site / Soil Classification Report or Geotechnical Report as per the National Construction Code / Building Code of Australia and relevant Australian Standard/s.</p> <p>ii) Recommendations for earthworks, footings & drainage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>17. b) Footing and Slab Details</p> <p>i) Concrete specifications.</p> <p>ii) Depth and type of footing including dimensions.</p> <p>iii) Reinforcement size and location.</p> <p>iv) Slab thickness.</p> <p>v) Waterproof membrane location.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>17. c) Structural Beams</p> <p>i) Structural beams should be <u>designed, certified / signed</u> by a Structural Engineer and comply with the National Construction Code / Building Code of Australia.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



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<p>17. d) Roof Construction / Tie Down Details</p> <p>i) The Roof and tie down details should be <u>designed, certified / signed</u> by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>17. e) Retaining Walls</p> <p>i) Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, <u>certified / signed</u> by a practising Structural Engineer.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>17. f) Underpinning, Sheet Piling, Grout Injection to Existing Buildings (if applicable)</p> <p>i) Details of protective works and underpinning must be <u>designed, certified / signed</u> by a practising Structural Engineer.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that the above information is required to be lodged with the application.

If this information is not provided in full, your application will be returned.

Additional Notes:

18. Declaration:

I have provided all of the above information and confirm that it is true and correct.

Yes No

**Applicant
Name**

Date

OFFICE USE ONLY

Additional Notes:

**Administration Officer /
Customer Relations Officer**

Date

Disclaimer

This checklist is provided as generalised information and advisory in nature with all due care as to its accuracy. However, the City does not warrant or represent that it is free from error or omission. While the aim is to keep the content of this document current and accurate, the City of Melville accepts no responsibility or warranties for actions based on the information provided. The City of Melville encourages you to seek professional advice before acting on any information contained in this document. The City may make changes to the information at any time and without notice. Further information for the application may be required as part of the audit / assessment process and may be requested once the application has been lodged with the City. Please contact the City of Melville if you wish to comment on the checklist provided and information contained within. Any reported errors will be amended. This checklist is considered to be correct as at June 2020.