

Building Approval for Unauthorised Work Fact sheet

Unauthorised Building Work

The Building Act stipulates that a person must not carry out building work without a building permit where one is required. However, in certain circumstances the Building Act does allow a person to make an application to the relevant permit authority to approve unauthorised building work in relation to a building and/or incidental structure.

It should be noted that the “retrospective approval” process is not a mechanism to circumvent the need for a Building Permit and penalties do apply for carrying out unauthorised work.

Building Approval for Unauthorised Work

In some instances, the City may approve unauthorised building work. This is subject to receipt of certain information as identified below. This is general information, however there may be additional information needed depending on the works to be approved. An inspection by a City officer will also be required as part of the process.

Information required, one copy of each of the following:

- A completed BA13 Building Approval Certificate Application Form for Class 1-10 or BA9 Occupancy Permit Application for Class 2-9 (application forms can be obtained from the Building and Energy Website at <https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0> or by visiting the City of Melville Administration Offices.
- A BA18 Certificate of Building Compliance prepared by a registered building surveyor for all classes.
- A site plan showing the accurate position of **all** buildings within the site, all boundaries’ setbacks and existing levels (GL, FFL) and levels. (A further request may be made that the plan be certified by a licensed land surveyor)
- Footing/Slab details and Specifications
- Floor Plans/Elevations/Sections
- A BA20 (Notice and request for consent to encroach or adversely affect) form and associated documentation (plans) signed by the affected adjoining Owner will be required if the works encroach into and/or adversely affect adjoining properties.
- A site inspection report from a practicing structural engineer (signed in ink) which confirms that the building is constructed both in accordance with the plans and specifications and is structurally adequate and fit for purpose.
- Colour photographs of structure
- A Survey Certificate (Regulation 25A) is required for structures in close proximity to the boundary (or where determined as necessary by the City)
- Fees and Charges can be found at <https://www.melvillecity.com.au>
- The City may undertake a visual inspection of the structure.
- Lodge online at <https://www.melvillecity.com.au/planning-and-building/lodge-and-track-planning-and-building-applications> or in person at the City offices.

Please Note: A Certificate of Building Compliance is required for ALL Building Approval Certificate Applications.

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