

Lot _____ House No _____ Street _____

Suburb _____ Postcode _____

Note: Planning Approval may be required for the proposed works prior to the submission of a Building Permit Application. Please contact our Planning department to discuss these options prior to lodgement.

Please tick all relevant boxes to acknowledge submission of documentation

Lodgement Method

- Email Lodgement Via development@coolgardie.wa.gov.au
- By Post via PO BOX 138, Kambalda WA 6442 - 1x Hard Copy of all documents submitted
- In person via Kambalda Community Recreation Facility or Coolgardie Community Recreation Centre - 1x Hard Copy of all documents submitted

All applications via email & post must contain all relevant documents (listed in pdf format for email correspondence). Any application that is submitted incomplete will require further correspondence and may delay the approval process. Printing fees may apply to some applications.

Information Required

Application Form

Complete, signed and dated. Email Address must be listed for Applicant, Owner(s) and Builder for issuing of permit via electronic communication. *(if not supplied and hard copy is required fees may apply)*

- Completed BA1 Application form

If works encroach on or affect other land

- BA20 – Notice and request for consent to encroach or adversely affect other land.

If works estimated at over \$20,000

- Building Commission Owner Builder Approval Letter
- Registered Builder Registration Number provided on application form.
- Home Indemnity Insurance
- BCITF Training Fund Levy Paid applicant must pay online and attach receipt with application: <https://bcitf.org/my-account/login>

Certificate of Design Compliance

- Signed, complete and dated CDC
- All supporting documents listed on the CDC

Bush Fire Prone Area (if applicable)

- Building not in a bush fire area.
- Does Not Apply Estimated Value Under \$20,000.
- Does Not Increase risk of bushfire attack for relevant building.
- Bushfire attack level (BAL) assessment.
- Designed in accordance with AS 3959 Construction of Building in Bushfire Prone Area.

Planning

- Planning Approval (if applicable)
- Heritage approval (if applicable)

Easements and Restrictive Covenants

- It is recommended that **YOU** check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting you building application

Meeting this checklist does not guarantee Building Approval and is intended as guide only in our application.

Declaration by Applicant

I have read and understood the checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that further information may be required in regard to my application and failure to provide all information required by the building department will result in a delay with the processing of my application until the required documentation is provided in full.

- I acknowledge that all correspondence including the approved building permit with attached approved plans will be issued to me through my nominated email address and will advise the owner and Builder (if not applicant) that they will receive a copy of the approved Building permit via electronic communication.

Applicant Name _____

Applicants Signature _____ **Date:** _____