

Unauthorised Work Application Checklist

Minimum Information Required	Yes/No
A completed BA13 Building Approval Certificate or a BA9 Occupancy Permit application form <ul style="list-style-type: none"> • Include all owner's details, construction materials and costings • Signed by all owners • Applicant's contact details • Statement signed by applicant • These application forms are available from the Shire's website www.coolgardie.wa.gov.au or from the front counter at the Shire's Administration Office 	
Certificate of Building Compliance <ul style="list-style-type: none"> • Must be issued by a registered Building Surveying Practitioner • Include all documentation as referenced on the Certificate of Building Compliance 	
Payment of Fees <ul style="list-style-type: none"> • A Proforma Invoice will be issued upon submission of BA13 Building Approval Certificate or a BA9 Occupancy Permit application form. 	
Site plan drawn to scale showing <ul style="list-style-type: none"> • Location of the unauthorised structure • Location of all existing structures on the property • Measurement from the boundaries to the unauthorised structure • Location of septic tanks and leach drains (if applicable) 	
Construction details drawn to scale showing <ul style="list-style-type: none"> • Detailed floor plan and elevations • Cross-section details 	
Specifications	
Structural Engineer's certification	
Plumbing certification (if applicable)	
Electrical certification (if applicable)	
Energy Efficiency certification (if applicable)	
Planning or Residential Design Codes approval (if applicable)	

This information sheet is intended as a guide only. The Shire disclaims any liability for any damages sustained by a person acting on the basis of this information.

For further information contact **Development Services** on **(08) 9080 2111**.