



BUILDING APPROVAL CERTIFICATE

You will need to apply for a Building Approval Certificate if you have done building work without a building permit if a building permit was required.

What Do I Submit

There are many different pieces of information that are needed to be submitted in support of your application to approve an unauthorised building. This includes the following:

1. Application Form

Submit your building application form BA13 with all the fields completed. If you don't know what to fill in in certain places you can submit a partially completed form and the information will be requested from you, if required. It is important that all the owners and the applicant sign the application form.

Only the forms approved by the Building Commission can be used. All forms are located on the Building Commission website via this [link](#).

2. Fees

The Building Act 2011 provides a standard schedule of fees that all councils have to apply including a minimum fee. The fees are determined based on the construction value of the building work.

The construction value of the building work has to be determined using all the relevant components so that the application fee is equal between builders and owner-builders. The construction value has to include all goods, labour, services necessary, fees payable, overheads to be met and a profit margin.

The council is also a collection agent for the Building Services levy for the Building Commission. Where the construction value is more than \$20,000, the council also collects fees for the Industry Training Fund.





3. Certificate of Building Compliance (CBC)

The Shire of Waroona does not provide the service of issuing a Certificate of Building Compliance to accompany your application for a Building Approval Certificate. You will need a private building surveyor to issue the Certificate of Building Compliance. You can find all registered building surveyors on the website of the Building Commission by following this [link](#).

4. Referenced documents in the CBC

Your private building surveyor will need information to be able to assess if the building work complies with the current building standards as set out in the Building Regulations 2012. All documents that the building surveyor relies on for the assessment and to show how the building work complies will be listed in the CBC and have to be submitted with your application.

Different building work requires different information to assess and show compliance. The following is a list of the information your private building surveyor may need, however, you should always check with them first.

- **Bushfire Attack Level (BAL) assessment**

DFES has created an online [map](#) showing all areas in WA that are prone to bushfires.

If the unauthorised building is proposed in a bushfire prone area (in a pink area on the map), and the use of the building is habitable or located within 6m of a habitable building (like a dwelling), then you are required to submit a BAL Certificate and report with your application.

There are some exceptions so please confirm with your private building surveyor if you need a BAL assessment.

You can find [accredited](#) bushfire assessors on the Fire Protection Association Australia (FPA) website.

- **Drawings**

Plans are required for all applications to show what is part of the application and how the building work complies with the building standards. The details



required on the plans vary depending on the proposed building work. In general, the following is required:

- Site plan; 1:200 scale. This must show all existing and unauthorised buildings including the setbacks to the boundaries and existing buildings. The site plan must also show levels of the land including contours and any prominent features such as footpaths, trees, sewer lines and connections, etc.
- Drainage; Details on how the storm and surface water is kept out of the building and prevented from forming a nuisance to an adjoining property including the road. This can be added to the site and/or floor plan.
- Floor plan; fully dimensioned, 1:100 scale. The plan should also show the smoke alarms and exhaust fans. Sometimes this is shown on a separate electrical plan.
- Elevations; 1:100 scale. This should show all critical heights and materials including wall type and finishes, roof type and slope, etc.
- Large or smaller scale sections through the building. Enlarged details can then be drawn from the section.
- Construction details as necessary including, if required by item 4, how compliance with the BAL construction requirements of AS3959 has been achieved.

- **Engineering**

Engineering is required for all applications. The engineer will have to do a site inspection to inspect the building work and make sure it is structurally adequate for the proposed use. In general, the following is will be assessed and form part of the engineering certification:

 - Site classification (soil type)
 - Footing and slab details suitable for the soil type on site
 - Brickwork certification
 - Roof tie down details
 - Strutting beam layout
 - Drainage design for small lots



- **Energy Assessment**

If your application includes habitable areas, you are required to submit an energy assessment. The energy assessment looks at the building envelope (all external surfaces of the building) including but not limited to the wall, ceiling and roof insulation, glazing, sealing of the envelope, etc. There are many ways to comply so speak to your energy assessor to discuss your options.

You can find [registered](#) energy assessors on the ABSA website. However, you are not required to use a registered assessor.

The building surveyor then has to ensure the building work has been completed in accordance with the energy assessment. For example, if the energy assessment requires a ceiling insulation of R2.5, the building surveyor then checks if the ceiling has been provided with the insulation achieving R2.5.

In summary, please submit the following with your application for a Building Approval Certificate:

1. Application form BA13
2. Fees
3. Certificate of Building Compliance (CBC)
4. Referenced documents in the CBC

