

# Fact Sheet

## Certified Building Applications Residential Class 1a & 10 Buildings

**The following information is to be submitted when applying for a Certified Building Permit for a Residential (1&10) building.**

1. Completed Application Form (BA1). The form can be obtained at the Shire's Administration building or downloaded from the Building Commission website:  
<http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>
2. Certificate of Design Compliance issued and signed by an independent Building Surveyor.
3. Two copies of all plans and technical documents that the independent Building Surveyor has relied upon to issue a Certificate of Design Compliance, all plans are to be scaled and legible.
4. Copies of any necessary approvals from other statutory bodies: planning approvals and/or notifications to the Heritage Council and compliance with the Shire of Toodyay Planning Policy.
5. Appropriate consent forms or court orders where work encroaches onto or adversely affects other land.
6. Two copies of home Indemnity Certificates if construction value exceeds \$20,000 however Home Indemnity Insurance is not required if undertaking work as an Owner Builder.
7. Completed application to construct or install an apparatus for the treatment of sewage when necessary. [ww2.health.wa.gov.au/~media/Files/Corporate/.../water/.../Septic-Application.ashx](http://ww2.health.wa.gov.au/~media/Files/Corporate/.../water/.../Septic-Application.ashx)
8. Payment of fees:
  - A) Certified Building Permit Application Fee: Construction Value x .0019 (.19%) or minimum Fee of \$110.00.
  - B) Building Services Levy: \$61.65 if construction value under \$45,000 if construction value over \$45,000 construction value multiplied by .0.137%
  - C) Building Construction Industry Training Fund (Only payable if construction value exceeds \$20,000) Construction Value x .002 (.2%) and completed Building Construction Training Fund Form must be submitted and is available at Shire's Administration building. Alternatively the Levy can be paid on line at [www.bctif.org](http://www.bctif.org)
9. Within 7 days of works being completed a completed Notification of Completion form (BA7) is to be submitted to the Shire. The form is available from the Shire's Administration building or can be downloaded from the Building Commission's website:  
<http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>

**If you have any further queries please do not hesitate to contact the Shire's Building Department on 9574 9340**