



61 Broun Avenue, Morley WA 6062
PO Box 467, Morley WA 6943

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mail@bayswater.wa.gov.au

www.bayswater.wa.gov.au

APPLY FOR A BUILDING PERMIT

APPLY FOR A CERTIFIED BUILDING PERMIT

All of the following information will be required to be submitted with a Certified Building Permit application;

- A completed Form BA1;
 - An ASIC search is required to be provided if the owner of the land is a company.
- A copy of a Certificate of Design Compliance (CDC);
- Any document referenced on the CDC;
- Evidence that all planning conditions have been met, if applicable;
- A completed Application Submission Checklist (Certified).
- Scaled and dimensioned plans detailing the following information as appropriate:
 - (a) Site Survey —detailing the site and adjoining verge, including lot boundaries, existing development, ground and floor levels, vehicle access and parking, vegetation, infrastructure, easements, service connection points, spot levels and contours.
 - (b) Site Plan — detailing the site and adjoining verge, including address, north point, lot boundaries and setbacks, development (proposed and to be retained), existing and proposed ground and floor levels, vehicle access and parking, vegetation, infrastructure, and overshadowing diagram.
 - (c) Floor Plans — detailing all floors, including lot boundaries and setbacks, uses, finished floor levels, opening types and location.
 - (d) Elevations — detailing all elevations, including existing and proposed ground levels at the lot boundary, floor levels, ceiling heights, and proposed external finishes.

NOTICE OF COMPLETION

A Notice of Completion (Form BA7) must be provided to the City by the person named as the builder on the Building Permit within seven days of the completion of the Building Permit works.

NOTICE OF CESSATION

A Notice of Cessation (Form BA8) must be provided to the City within seven days of the day that the person named as the builder on a Building Permit stops being responsible for the building works.

A new responsible person must then be appointed for the remainder of the building works by submitting a Form BA19 to the City.



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APPLY FOR AN UNCERTIFIED BUILDING PERMIT

All of the following information will be required to be submitted with an Uncertified Building Permit application;

- A completed Form BA2;
 - An ASIC search is required to be provided if the owner of the land is a company.
- A site classification report (this is required for Class 1 new buildings and additions only);
- Structural engineering documents;
- Energy efficiency documents, if applicable;
- Evidence that all planning conditions have been met, if applicable;
- A completed Application Submission Checklist (Un-Certified)
- Scaled and dimensioned plans detailing the following information as appropriate:
 - (a) Site Survey — detailing the site and adjoining verge, including lot boundaries, existing development, ground and floor levels, vehicle access and parking, vegetation, infrastructure, easements, service connection points, spot levels and contours.
 - (b) Site Plan — detailing the site and adjoining verge, including address, north point, lot boundaries and setbacks, development (proposed and to be retained), existing and proposed ground and floor levels, vehicle access and parking, vegetation, infrastructure, and overshadowing diagram.
 - (c) Floor Plans — detailing all floors, including lot boundaries and setbacks, uses, finished floor levels, opening types and location.
 - (d) Elevations — detailing all elevations, including existing and proposed ground levels at the lot boundary, floor levels, ceiling heights, and proposed external finishes.

NOTICE OF COMPLETION

A Notice of Completion (Form BA7) must be provided to the City by the person named as the builder on the Building Permit within seven days of the completion of the Building Permit works.

NOTICE OF CESSATION

A Notice of Cessation (Form BA8) must be provided to the City within seven days of the day that the person named as the builder on a Building Permit stops being responsible for the building works.

A new responsible person must then be appointed for the remainder of the building works by submitting a Form BA19 to the City.