



BA13 APPLICATION FOR BUILDING APPROVAL CERTIFICATE - CHECKLIST

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The Building Act 2011 and the Building Regulations 2012 allow a Local Authority to issue a Building Approval Certificate where it can be demonstrated that an unauthorised building work complies with the Building Code of Australia and relevant standards.

Owners who have unauthorised building work, can apply to the Shire by providing the necessary application form, fees, documentation, and any required certificates to demonstrate that the unauthorised building work as-built substantially conforms with the requirements of the Act.

Owners may need to commission Building Professionals to assist them in preparing and certifying the unauthorised building work. This is not a retrospective approval and only authorises the building from the time the Certificate is issued.

PROVIDE ONE HARDCOPY OR ONE ELECTRONIC COPY OF ALL DOCUMENTS (email to records@york.wa.gov.au)

BA13 Form Fully Completed & Signed	
BA18 Certificate of Building Compliance (CDC) from a private building surveyor	
All documents listed on the Certificate of Design Compliance (CDC)	
Copy of Planning Consent (if applicable)	
Effluent Approval issued by the Shire (if applicable)	
Architectural Plans showing the as-built works, in relation to the original residence and site	
Specifications specific to the type of construction	
Structural Engineers As-built Certification	

The applicant will be contacted regarding payment of the applicable fees once the Shire has completed an initial check of the application and confirmed that all required documentation has been provided.

Notes:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. Where a new effluent system is proposed or changes are required to the existing system, a Effluent Approval is required prior to approval of a Building Permit. Please contact the Shire's Health Department for further information