# APPLICATION FORM BA13

When completed, this form is classified OFFICIAL Sensitive

# Application for building approval certificate

*Building Act 2011, section 51, 52, 54*
*Building Regulations 2012, regulation 4*

PERMIT AUTHORITY USE ONLY | Reference number

Permit authority

## 1. Property this application relates to

| | | | | |
|---|---|---|---|---|
| Property street address (provide lot number where street number is not known) | Unit no | Street no | Level | Lot no |
| | Street name | | Street type | Street suffix |
| | Suburb | | State | Postcode |
| Strata plan no | If intending to use the building approval certificate in an application under the *Strata Titles Act 1985* | | | |
| Local government area (if different from permit authority) | | | | |

| | | |
|---|---|---|
| Current details of building | Class(es) | Use(s) |
| Proposed changes to building (if applicable) | Class(es) | Use(s) |

Period of building approval certificate being sought (if for a limited period only)

## 2. Purpose of application

This is a building approval certificate application for: (please tick and provide details)

☐ Unauthorised work *(*section 51 of the *Building Act 2011)*

| | |
|---|---|
| Please provide details | |
| Estimated value ($) of building work including GST | $ |

☐ A building with existing authorisation (section 52 of the *Building Act 2011*)

| |
|---|
| Please provide details |

## 3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building approval certificate, please also provide forwarding details for each owner.

| | | | | |
|---|---|---|---|---|
| **Owner's name** | | | | |
| Street address (provide lot number where street number is not known) | Unit no | Street no | Level | Lot no |
| | Street name | | Street type | Street suffix |
| | Suburb | State | Postcode | Country (if not Australia) |

**OR**

| | | | | |
|---|---|---|---|---|
| PO Box address | PO Box no | | | |
| | Suburb | State | Postcode | Country (if not Australia) |

| | | | | |
|---|---|---|---|---|
| Email address | | | | |
| Phone/fax | Phone no | Fax | | |
| Owner's signature* | | | | Date |

*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

## 4. Applicant details

| | | | | |
|---|---|---|---|---|
| **Applicant's name** | | | | |
| Street address (provide lot number where street number is not known) | Unit no | Street no | Level | Lot no |
| | Street name | | Street type | Street suffix |
| | Suburb | State | Postcode | Country (if not Australia) |

**OR**

| | | | | |
|---|---|---|---|---|
| PO Box address | PO Box no | | | |
| | Suburb | State | Postcode | Country (if not Australia) |

| | | | | |
|---|---|---|---|---|
| Email address | | | | |
| Phone/fax | Phone no | Fax | | |

## 5. Statement by applicant

I understand that a building approval certificate cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of building compliance signed by a registered building surveyor.
2. In accordance with section 58 of the *Building Act 2011* and regulation 37 of the Building Regulations 2012 all relevant prescribed authorities have been obtained and have been or are being complied with.

**Provide evidence of compliance with approvals given.**

3. Each affected adjoining owner has given consent if a part of the building or incidental structure encroaches beyond the boundaries of the land on which the building or incidental structure is located.

| | | |
|---|---|---|
| Does the building or incidental structure encroach on other land? | ☐ Yes | ☐ No |
| If yes, has consent been obtained? | ☐ Yes | ☐ No |

**Attach a copy of each consent obtained.**

4. There is no current legal proceeding instituted by the permit authority or a local government for a breach or alleged breach of a written law relating to the building.
5. Any building orders that have been made in relation to the building or incidental structure have been complied with.

| Applicant's signature | | |
|---|---|---|
| | Name (print) | |
| | Signature | Date |

The Shire of Gingin collects your personal information to process this application or request and perform its functions under relevant legislation. Information may be disclosed where authorised or required by law. If required information is not provided, we may be unable to process your application. See the Shire's Privacy Policy for more information.

**Privacy collection notice**

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.