

## GENERAL CHECKLIST FOR UNAUTHORISED CLASS 1 BUILDINGS

1. **Application Form (Form BA13- Application for Building Approval Certificate) completed**

Application forms and guides are available from the Building Commissions website - (A certificate of Building Compliance must accompany this form)

<http://www.buildingcommission.wa.gov.au>

2. **CTF Levy** – payable when value of works is above \$20,000. A CTF levy form payment receipt is to be submitted with your application.

3. **Certificate**

A Certificate of Building Compliance (BA18) - Certified by a private registered Building Surveyor. All plans listed on this certificate must be provided with the application.

**Note: The Building Surveyor must be registered under the Building Services (Registration) Act 2011, and the Certificate of Building Compliance must be submitted along with the BA13 form (as above)**

4. **Residential Design Codes Variation (if applicable)**

Where the proposed structure does not meet the acceptable development provisions of the Residential Design Codes of Western Australia (R-Codes) with regard to e.g. boundary setbacks, open space, and building height etc, a Codes Approval Application Form (Appendix 1) is to be completed and written comments sought from affected neighboring owners. There is no guarantee of approval of the variation requested. A copy of the R-Codes can be viewed on the Internet – <http://www.planning.wa.gov.au/637.asp>

5. **Planning Approval**

Please check with our Planning Department on whether your proposal requires a planning approval.

6. **Fees Payable**

All applicable fees are calculated prior to submission of the application.

***This list is not a complete list of all requirements but is a general guide of the minimum information required. If you have any further questions or queries please contact the City of Swan's Building Department on (08) 9267 9267.***

Definitions

*Class 1a - a single dwelling being -*

- a) A detached house, or*
- b) One of a group of two or more attached dwellings, each being a building, separated by a fire resisting wall, including a row house, terrace house, town house or villa unit.*

*Class 1b -*

- a) A boarding house, guest house, hostel or the like -*
  - 1. With a total area of all floors not exceeding 300m<sup>2</sup> measured over the enclosing walls of the class 1b, and*
  - 2. In which not more than 12 persons would ordinarily be resident; or*
  - 3. 4 or more single dwellings located on one allotment and used for short-term holiday accommodation,*

*which are not located above or below another dwelling or another class of building other than a private garage.*