

Application for

Certificate of Building Compliance for Class 10 Structures (excluding Pools / Spas & associated Barriers)

Building Act 2011

Building Regulations 2012

Office use Only

Application Number

Application Form

Property Address		
Lot Number:	House Number:	Street Name:
Suburb & Post Code:		

Type of Unauthorised Structure
<input type="checkbox"/> Patio <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Shed / Garage
<input type="checkbox"/> Other: (Please state the Building/structure type)

Floor area of the structure	m ²
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Applicant Details
Applicant Name:
Applicant Address:
Applicant Preferred Numbers: (Mobile)
Applicant Email Address:
<p>I wish to engage the services of the City of Swan to prepare a Certificate of Building Compliance as per the attached Terms and Conditions.</p> <p>I hereby certify that the plans, drawings and other documentation provided or subsequently supplied at the request of the City of Swan are a current and accurate representation of the existing building works to which this application relates.</p> <p>I hereby acknowledge that the Certificate of Building Compliance does not constitute an approval for the built structure(s) and that a separate Building Approval Certificate application must be submitted under the Building Act 2011.</p> <p>Applicant's Signature: Date:</p>

Terms and Conditions

Application

1. The Applicant wishes to submit an application for a building approval certificate and seeks to engage a Building Surveyor of the City of Swan to prepare the Certificate of Building Compliance for the existing building works.
2. The City has agreed to provide the service of a qualified Building Surveyor upon the terms and conditions contained in this Application.
3. The Applicant must complete the attached application form and submit it with the documents listed below/where applicable:

Drawing Package

- Architectural Drawings- Site Plan, Floor Plan, Elevations
- Any other drawings as requested by the City of Swan

Technical Documents

- Structural Engineer's Certification or Structural Engineer's Drawings (certified)
- Any other documents as requested by the City of Swan

Specifications i.e. precise details of design and materials used.

4. Fees are payable at lodgement.
5. The applicant should retain a copy of this document

Fees:

Certificate of Building Compliance application fee (These fees are inclusive of GST)	Minimum 2 hour Assessment Fee	\$326.40
	Additional Site Inspection / Assessment Fee as required	\$162.90 per hour

Note:

- If a site inspection needs to be undertaken, additional fees will apply.
- Fees are non-refundable

Provision of Certificate

1. The City undertakes to provide a suitably qualified Building Surveyor to examine the drawings and specifications and to address any specified requirements contained in the Building Act 2011.
2. The Applicant acknowledges that this Application relates only to the provision by the City of a Certificate of Building Compliance and that other documentation, assurances, certifications and fees are required to allow the City, as permit authority, to grant a building approval certificate.
3. Additional costs will apply for:
 - a. Meetings that the City attends on behalf of the applicant
 - b. Site inspections
 - c. Additional expenses including photocopying, printing and courier charges
4. If the Applicant has not addressed any request by the City for information within 21 days or there is an outstanding payment due, the City may decline to act.
5. The City will not approve or issue the Certificate of Building Compliance until all fees are paid.
6. The obligations of the City terminate on the provision of a Certificate of Building Compliance to the Applicant unless otherwise agreed by the parties in writing.

How to lodge this application

By Email: eApplications@swan.wa.gov.au
By Mail: PO Box 196, Midland WA 6936
In Person: City of Swan Administration Centre, 2 Midland Square, Midland
By Fax: 08 9267 9444