



## CHECKLIST FOR A BUILDING APPROVAL CERTIFICATE APPLICATION BA13 (RETROSPECTIVE WORKS)

The following checklist must be completed by the applicant and must accompany the Application for a Building Approval Certificate BA13.

**Applications will not be accepted without the lodgement of this checklist.**

Unauthorised (retrospective) works requires you to obtain a Building Approval Certificate (BA14) (the Town will issue this certificate) to acknowledge that the building or structure meets relevant Regulatory and Building Standards.

An independent Building Surveyor must provide a Certificate of Building Compliance (BA18) for the building work. Please refer to the WA Building Commission website [www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au) for further information.

Application Requirements	Applicant	Office
<b>Application for Building Approval Certificate - Form BA13</b> All owners must have a signed copy of the Form BA13 (or purchaser's signature together with a signed copy of Offer and Acceptance Contract).		
<b>Certificate of Building Compliance BA18</b> Provided by an Independent Building Surveyor and compliant with Section 19 of Building Act 2011		
<b>Electronic Copies of each plan, including:</b> <ul style="list-style-type: none"><li>• A complete set of clean documents (no other Town of Mosman Park stamps on documents), must be submitted with your application.</li><li>• Plans to be provided to scale. Please note if larger than A3, a reduced set of A3 plans are required to be submitted.</li><li>• And 1 copy of any document/s listed by the building surveyor on the BA3 must be lodged with the Building Permit Application.</li></ul>		
<b>Copy Of Electronic Application &amp; Plans</b>  One (1) electronic copy of ALL items listed on this checklist is required To be submitted in PDF format and meet the following requirements: <ul style="list-style-type: none"><li>• unlocked, no security or passwords</li><li>• to scale</li></ul>		

<ul style="list-style-type: none"> <li>• optimised for minimum file size (Max 10MB) – Email if less than 10MB or email drop box links to <a href="mailto:admin@mosmanpark.wa.gov.au">admin@mosmanpark.wa.gov.au</a></li> </ul> <p><i>Each type of form, certificate, drawing or details should be as a separate PDF (CAD files are not acceptable) numbered in this order:</i></p> <ul style="list-style-type: none"> <li>• Application Form completed and signed</li> <li>• This checklist</li> <li>• CTF Form or receipt</li> <li>• Home Indemnity insurance</li> <li>• Any Building Commission approved forms or certificates</li> <li>• Energy efficiency reports</li> <li>• BAL report</li> <li>• Termite treatment certificate</li> <li>• Specifications</li> <li>• Structural engineering certificate and drawings</li> <li>• Technical documentations such as electrical, hydraulic, fire and mechanical services.</li> <li>• Full architectural plans</li> </ul> <p><i>All files should be unlocked and without rights management to allow combining and digital stamping of files.</i></p>		
<p><b>Application Fee</b> Full fees required at receipt of application. Please refer to the Town's website for the Fee Calculator. <a href="#">Building Fees   Town of Mosman Park</a> Please select occupancy and unauthorised tab and enter the value of works to get the total building fees applicable</p>		

## NOTE

This document is intended as a guide only to assist in your application. Contact the Town's Building Services for further assistance.

The Town of Mosman Park will not accept an incomplete application. Should additional information or clarification be requested, this must be provided within 21 calendar days. Failure to provide any requested information/material within this timeframe may result in the application being refused and fees paid at the time of the application may not be refunded.

Name of applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**I certify that the information provided above is accurate. I have assessed the plans and provided the required information for the Building Application for the site above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_