

Shire of Carnarvon
Unauthorised Building Works
Information & Checklist
(Fees correct at 1/7/2018)



In general, a person must not carry out building work without a building permit where one is required. However, a person can apply under Section 51 (3) of the Building Act 2011 for a **‘Building Approval Certificate’** to obtain retrospective approval for any building work completed without a building permit being issued, or to confirm an existing building complies with the applicable building standards.

Building approval certificates are voluntary, however if you have unauthorised building work on your property you may be required to demolish it if you do not have one.

Approval:

To apply for a **Building Approval Certificate**, the applicant will need to complete an **‘Application for Building Approval Certificate (BA13)’** submit a **Certificate of Building Compliance (BA18)** together with any relevant supporting documents.

A **Certificate of Building Compliance** is issued by a registered building surveyor as defined in Section 3 of the Building Services (Registration) Act 2011. This certificate may be issued by an independent building surveyor or by the Shire of Carnarvon who provide a Certifying Service, who certify that an existing building complies with the relevant building standards.

Fees:

There is a **minimum** fee of \$233.30 payable when submitting an **‘Application for Building Approval Certificate (BA13)’** consisting of a \$110.00 application fee and \$123.30 Building Services Levy. Additional fees are payable when the estimated value of the unauthorised building works exceeds \$20,000.

Application to apply for a building approval certificate		
Application Fee	Estimated value of building work (incl. GST) x 0.38% (minimum fee \$110.00)	\$
AND		
Building Services Levy	Estimated value of building work (incl. GST) x 0.274% (minimum fee \$123.30)	\$
AND		
Construction Training Fund Levy	Estimated value of building work (incl. GST) x 0.2% (only applicable for work over \$20,000)	\$
TOTAL (min. \$221.00) Fees correct @1/7/2019		\$

Certifying Services		
Inspections	Hourly rate including travel time (incl. GST) \$150.00	\$
AND		
Certificate of Design Compliance Assessment	Hourly rate (incl. GST) \$176.00	\$
Certificate of Construction Compliance (provide for approved buildings)	Hourly rate (incl. GST) \$180.00	\$
Certificate of building compliance (provide for unauthorised works)	Hourly rate (incl. GST) \$180.00	\$

Checklist:

1. Forms & Fees Payable

- Request for Certifying Services (if applicable)
- BA13 - Application for Building Approval Certificate
- BA20 or BA20A Form Consent from adjoining owner where proposed works may encroach or adversely affect neighbouring properties and adjoining land
- All fees are payable at the time of lodging the application.

2. Supporting Documents

General note: Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot, street address, suburb and owner details.

- Certificate of Building Compliance (BA18)
- Site Plan (minimum scale 1:500)
- Architectural Plans
- Specifications
- Technical documents
 - Structural Engineer as-built certification
 - Energy efficiency certificate etc.
- Evidence of any prescribed authorities' approval
Note: Planning approval and/or health (septic system) approval may be required.

3. Remedial Works (if required)

- If remedial works are required to bring the building work up to an acceptable standard before applying for retrospective approval, a building permit application (BA1 or 2) will be required to be submitted. This work will need to be completed before applying for 'Certificate of Building Compliance' (BA18) and subsequent 'Application for Building Approval Certificate' (BA13). Please contact the Shires Building Services Team for further assistance if needed.

Uncertified Building Permit Application (Class 1- 10) under \$20 000		Certified Building Permit Application (Class 2 - 9) under \$20 000	
Application Fee	\$110.00	Application Fee	\$110.00
Building Services Levy	\$61.65	Building Services Levy	\$61.65
Min Total	\$171.65	Min Total	\$171.65

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the application as to whether site inspection and/or more details will be required to be submitted to assess the compliance with the provisions of the National Construction Code and the Western Australia Building Act 2011.

Disclaimer

This publication has been prepared by the Shire of Carnarvon in good faith as a service to its residents. The material contained in this document is intended to provide general information only to help you to understand the rules and regulations. While we aim to keep the content of this document current and accurate, we accept no responsibility for any ramifications or repercussions for providing this information. Please contact the Shire of Carnarvon if you wish to comment on the sheets provided and information contained within. Any reported errors will be amended.