

## **Certified Building Application Checklist**

Lot No Street	
Suburb Postcode	
Note: Planning Approval may be required for the proposed works prior to the submission of a Building Permit Application. Please contact our Planning department to discuss these options prior to lodgement.	
Please tick all relevant boxes to acknowledge submission of documentation	
Lodgement Method	
<ul> <li>□ Email lodgement Via mail@coolgardie.wa.gov.au</li> <li>□ By Post via PO BOX 138, Kambalda WA 6442 - 1x Hard Copy of all documents submitted</li> <li>□ In person Kambalda Recreation Centre 7 Irish Mulga Drive Kambalda or Coolgardie Recreation Centre 69 Sylvester Street Coolgardie 6429 1x Hard Copy of all documents submitted</li> </ul>	
All applications via email & post must contain completed checklist with all relevant documents (listed in pdf format for email correspondence). Any application that is submitted incomplete will require further correspondence and may delay the approval process. Printing fees may apply to some applications.	
<u>Information Required</u>	
Application Form  Complete, signed and dated. Email Address must be listed for Applicant, Owner(s) and Builder for issuing of permit via electronic communication. (if not supplied and hard copy is required fees may apply)   Completed BA1 Application form	_
If works estimated at over \$20,000  Building Commission Owner Builder Approval Letter Registered Builder Registration Number provided on application form. Home Indemnity Insurance BCITF Training Fund Levy Paid, applicant must provide receipt if paid online	0000
Certificate of Design Compliance  ☐ Signed, complete and dated CDC ☐ All supporting documents listed on the CDC	
Bush Fire Prone Area (if applicable)  ☐ Building not in a bush fire area. ☐ Does Not Apply Estimated Value Under \$20,000.	

	Bushfire attack level (BAL) assessment.							
Planning								
	Planning Approval (if applicable) Heritage approval (if applicable)							
	— Heritage approval (II applicable)							
Easeme	Easements and Restrictive Covenants  It is recommended that <b>YOU</b> check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting you building application							
Meeting this checklist does not guarantee Building Approval, and is intended as guide only in our application.								
Declaration by Applicant								
I have read, and understood the checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that further information may be required in regards to my application and failure to provide all information required by the building department will result in a delay with the processing of my application until the required documentation is provided in full.								
	☐ I acknowledge that all correspondence including the approved building permit with attached approved plans will be issued to me through my nominated email address and will advise the owner and Builder (if not applicant) that they will receive a copy of the approved Building permit via electronic communication.							
	<u>OR</u>							
I do not wish to receive correspondence or my Approved Building Permit via electronic communication and accept the fees and charges applied by the City of Kalgoorlie Boulder to send all correspondence and Building permit via post. I acknowledge that this process may mean a delay in the processing time of my application.								
Applica	nt Name							
Applica	nts Signature Date:							
Office L	<u>Ise Only</u>							
Officer	Signature Date: Assessment No							
Comm	<u>ents</u>							