

Application for Certificate of Building Compliance (BA18)

Retrospective assessment of unauthorised building work

This is a Shire-developed application form for use with a BA18 Certificate of Building Compliance. It is not a prescribed State Government form. Use this form where the Shire has advised that a BA13 Building Approval Certificate / BA18 Certificate of Building Compliance pathway applies.

1	PROPERTY DETAILS
Street address	
Lot / house number	
Street name	
Locality / suburb	
Postcode	
Certificate / application reference (if known)	

2	BUILDING AND UNAUTHORISED WORK
Project / building name (if any)	
Description of building(s) and unauthorised work	
Approximate year constructed / completed	
Current building use	
Proposed / changed use (if applicable)	
Approximate floor area of work (m ²)	

NATURE OF WORK - TICK ALL THAT APPLY

☐ New dwelling	☐ Addition / alteration
☐ Swimming pool / spa	☐ Shed / outbuilding
☐ Garage / carport	☐ Patio / verandah
☐ Change of use / conversion	☐ Fit-out
☐ Relocation	☐ Other (specify):

3	CONSTRUCTION DETAILS
Floor / slab	
Exterior walls	
Wall framing	
Roof framing	
Roof covering	
Other significant materials / construction details	

4	VALUE OF UNAUTHORISED BUILDING WORK
Estimated value of unauthorised building work (including GST)	\$ _____

Provide the best reasonable estimate of the value of the building work undertaken without the required approval.

5	OWNER DETAILS
Owner name(s)	
Postal address	
Email	
Phone / mobile	
Signature of owner / authorised person	
Date	

If signing on behalf of the owner, attach evidence of your authority to do so.

6	APPLICANT DETAILS - IF DIFFERENT FROM OWNER
Applicant name	
Postal address	
Email	
Phone / mobile	

7

BUILDER / OWNER-BUILDER DETAILS

Builder / contractor name (if known)	
Builder registration number (if applicable)	
Owner-builder approval number (if applicable)	
Builder / contractor postal address	
Email	
Phone / mobile	

8

SUPPORTING INFORMATION AND DOCUMENTS

TICK THE ITEMS SUPPLIED WITH THIS APPLICATION. ADDITIONAL INFORMATION MAY BE REQUESTED DURING ASSESSMENT.

☐ Plans / drawings showing the existing unauthorised work	☐ Site plan / survey
☐ Elevations and sections	☐ Structural engineering / certification
☐ Electrical compliance / safety certificate(s)	☐ Plumbing / gas compliance documentation
☐ Waterproofing evidence / certification (where applicable)	☐ Bushfire construction information / BAL evidence (where applicable)
☐ Energy-efficiency evidence (where applicable)	☐ Photographs of completed work
☐ Construction invoices / receipts / other evidence of construction	☐ Planning approval / planning advice (where applicable)

9

FEES AND LODGEMENT

Fees are scaled on your submitted price estimate, payable in accordance with the Shire of Denmark Fees & Charges and applicable statutory charges and levies. The Shire will advise the applicant of any additional fees or information required to progress the application.

10

DECLARATION

I/We declare that, to the best of my/our knowledge, the information provided in this application and the attached documents is true and correct. I/We understand that the Shire may request further information, inspect the building work, require concealed work to be exposed or verified, or require remedial work before a Certificate of Building Compliance can be accepted or issued. I/We understand that this application does not itself constitute approval of the building work or resolve any separate Planning, health, environmental or other statutory approval requirement.

Owner / Authorised person name		
Signature/ Date	Sign	Date

Privacy collection notice - All personal information collected in this form will be used for the purposes of the assessment and determination under the Building Act 2011 (Act), communicating with you, and any other related reporting requirements or compliance functions of a permit authority under the Act, or in connection with another written law.