



UNAUTHORISED BUILDING WORKS INFORMATION AND CHECKLIST

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 you may be required to demolish it if you do not have one.

Approval:

To apply for a building approval certificate (BA14), an applicant will need to complete a BA13 application form, 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 a building surveyor employed by the City, who certify that an existing building complies with the relevant building standards.

The City of Greater Geraldton offers a certifying service to undertake the process of issuing this Certificate. Please contact the City's Building department for further details about this service.

Fees:

Refer to 'Fees and Charges' section under the Building tab on the CGG website for detailed calculation.

Checklist:

1. Forms & Fees Payable

- BA13 form - 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 address and owner details.

- Certificate of Building Compliance (BA18)**
- Site Plan (minimum scale 1:200)**
- 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.

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the plans as to whether more details will be required to be submitted in order to achieve the performance requirements relating to the relevant parts of the National Construction Code and the Western Australia Building Act 2011.

Disclaimer

This publication has been prepared by the City of Greater Geraldton 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 City of Greater Geraldton if you wish to comment on the sheets provided and information contained within. Any reported errors will be amended.