

# Unauthorised Works Application Checklist

## What is Unauthorised Work?

Unauthorised work is any building or structure that have been constructed, structurally altered or extended without the Town's approval and would have required a Building Permit.

## What are the consequences should I not obtain the Town's approval?

Unauthorised work represents a breach of the *Building Act 2011*, which states that a person must not commence building work unless a building permit is in effect for the building work. Penalties prescribed for non-compliance in the *Building Act 2011*, start at \$50,000 for a first offence, \$75,000 for a second offence and \$100,000 for a third offence.

## What do I need to submit?

- A completed BA13 – Application for Building Approval Certificate (Residential Class 1 and 10 Structures only); **or**
- A completed BA9 – Application for Occupancy Permit (Commercial Class 2-9 Structures only)
- Completed BA18 – Certificate of Building Compliance obtained from an independent registered building surveyor
- 1x copy of all technical/supporting documents referenced in the Certificate of Building Compliance
- Payment of relevant fees, refer Unauthorised Works Fee Calculator
- Building and Construction Industry Training Fund and Levy (BCITF) form or Copy of BCITF receipt (required where cost of building or construction exceeded \$20,000 inc GST)
- Development Application (if required)

**Plans to scale (no larger than A3) are to be drawn in ink on appropriate quality single sided paper.**

**For further information, please contact the Town's Regulatory Services on 9339 9339.**

## Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Disclaimer: This information sheet is produced by The Town of East Fremantle in good faith and the Town accepts no responsibility for any ramifications or repercussions for providing this information.