

**CERTIFIED BUILDING APPLICATION CHECKLIST****NEW WORKS**

<b>Required forms and information</b>	<b>N/A</b>	<b>Yes</b>
<b>FORMS</b>		
<b>Form BA1 Completed (certified)</b> Council to provide CDC		
<b>Form BA 20 Completed</b> If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) *		
<b>REQUIRED INFORMATION</b>		
<b>Certificate Of Design Compliance</b> signed by a Building Surveyor Contractor		
<b>2 x copies of all plans and documents listed on the Certificate Of Design Compliance</b>		
<b>Home Indemnity Insurance for dwellings over \$20,000</b>		
<b>FEES</b>		
BCITF levies paid		
Fee paid for Building Services Levy		
Fee paid for council assessment		
Bond paid for potential rectification of footpath/kerbing/verge/stormwater		
Verge Permit Paid for use of verge during construction		

\* A BA20A is required if access is required to neighbouring properties and/or removal of a dividing fence is required. This is not required in order to receive a Building Permit but is required before performing the mentioned works. This is a requirement of *the Building Act 2011* and failure to gain consent can meet with a fine of \$5,000. For more information go to the “works affecting other land (BA20, BA20A)” link.