



CHECKLIST 4 UNCERTIFIED UNAUTHORISED BUILDING APPLICATION

| Required forms and information | N/A | Yes |
|--|-----|-----|
| FORMS | | |
| Form BA13 Completed (certified) Council to provide CBC | | |
| Form BA 20 Completed If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) * | | |
| REQUIRED INFORMATION | | |
| 2 x copies of “as built” architectural plans | | |
| 2 x copies of “as built” engineering plans | | |
| 2 x copies of the Compaction Certificate | | |
| 2 x copies of the termite treatment certificate | | |
| 2 x copies of Structural Engineer’s certification | | |
| 2 x copies of Energy Efficiency Compliance Report | | |
| 2 x copies of Specifications | | |
| FEES | | |
| BCITF levies paid | | |
| Fee paid for Building Services Levy | | |
| Fee paid for council assessment | | |

* 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.