

**CHECKLIST 6 - BUILDING APPROVAL CERTIFICATE APPLICATION****RESIDENTIAL new buildings**

Required forms and information	N/A	Yes
FORMS		
Form BA15 Completed 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		
A survey diagram identifying the proposed lots		
Notice of completion (BA7) signed by builder		
1 x copy of the Building Permit for the project		
2 x copies of “as-built” Architectural drawings		
2 x copies of “as-built” Engineer’s plans		
2 x copies of Termite Treatment Certificates		
2 x copies of the Compaction Certificates		
2 x copies of the Electrical Safety Certificate		
2 x copies of the Plumbing Compliance Certificates		
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.