

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

Required forms and information	N/A	Yes
FORMS		
Form BA1 Completed (certified) Council to provide CDC		
Form BA 20 Completed If building works are adversely affecting neighbouring properties or being partially built across the boundary (including footings or grout injection) see link *		
REQUIRED INFORMATION		
Certificate Of Design Compliance signed by a Building Surveyor Contractor		
2 x copies of all plans and documents listed on the Certificate Of Design Compliance		
Home Indemnity Insurance for dwellings over \$20,000		
FEES		
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.