



UNCERTIFIED BUILDING APPLICATION CHECKLIST

REQUIRED FORMS AND INFORMATION	N/A	Yes
FORMS		
Form BA2 Completed (Uncertified) 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) *		
REQUIRED PLANS		
2 x Site Plans to Scale (minimum scale 1:500) Showing:		
1. size, shape and position of the block		
2. location and names of streets		
3. boundaries and contours at 500mm intervals		
4. location and dimensions of existing structures		
5. location of proposed development with boundary clearances (setbacks) clearly marked		
6. location of retaining walls		
7. datum point, proposed ffls and fgls		
8. north point		
9. extent of earthworks		
10. location and method of stormwater retention/disposal		
11. proposed vehicular access and crossover		
12. location of any easements		
13. location of sewer connection point		
14. location of water connection point		
15. location of power connection point		
2 x Floor Plans to Scale (minimum scale 1:100) Showing:		
1. room sizes		
2. window and door sizes, types and direction of opening		
2 x Electrical Plan Showing:		
1. exhaust fans		
2. smoke alarms		
3. lighting		
2 x Elevation Drawings Showing:		
1. natural ground level		



2. proposed finished floor level		
3. proposed finished ground level		
4. ceiling height		
5. roof ridge height and degree of pitch		
6. window sizes and positions		
7. retaining wall heights and details		
2 x Detailed Cross Sections Showing:		
1. footing details		
2. walls details		
3. eaves details		
4. roof details		
Plans to Be Ink Signed by a Practising Structural Engineer:		
1. details for footings/slab		
2. walls structure and bracing		
3. roof structure and bracing		
4. details of any required piling or grout injection		
5. retaining walls (over 750mm)		
6. site classification (including a geotechnical report as required)		
7. statement of compliance to Australian Standard 1170.2 for wind actions		
FURTHER INFORMATION REQUIRED		
Termite treatment details		
6 star energy efficiency compliance certificates/plans		
2 x specifications – standard or specific		
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. For more information go to the “works affecting other land (BA20, BA20A)” link.