

Making an Application under the Building Act 2011

CHECK LIST (for UNCERTIFIED Applications)

The following aspects must be present for an Uncertified Application to be valid

Applicant Name: _____
Address to Which This Application Applies: _____ _____
Application Number: _____ Date of Application: _____

Requirements under the Act		Compliance Checklist				
NO.	Requirement	Complies (Please tick)	Does not comply (Please tick)	Compliance Officer		Date
				Name	Signature	
1	Application made in approved manner & form	<input type="checkbox"/>	<input type="checkbox"/>			
2	Name & signature of each owner of the land present	<input type="checkbox"/>	<input type="checkbox"/>			
3	Name & signature of proposed builder / demolition contractor present	<input type="checkbox"/>	<input type="checkbox"/>			
4	Prescribed information about building or incidental structure or persons listed in (2) or (3) (as above) present	<input type="checkbox"/>	<input type="checkbox"/>			
5	Plans and specifications for consideration by a building surveyor attached	<input type="checkbox"/>	<input type="checkbox"/>			
6	Each prescribed technical certificate is attached	<input type="checkbox"/>	<input type="checkbox"/>			
7	Evidence that the applicable provisions of the <i>Home Building Contracts Act 1991</i> (requiring insurance or corresponding cover) have been satisfied	<input type="checkbox"/>	<input type="checkbox"/>			
8	Evidence that the applicable provisions of the <i>Building Services (Complaint Resolution and Administration) Act 2010 Part 7 Division 2</i> (requiring payment of a building services levy) have been satisfied	<input type="checkbox"/>	<input type="checkbox"/>			
9	Prescribed fee paid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
10	Each other prescribed thing					
11	Regulation 16(1)(a) Address of the property on which the building or incidental structure is, or is to be located	<input type="checkbox"/>	<input type="checkbox"/>			
12	Regulation 16(1)(b) If the application is for a BUILDING PERMIT the intended use of the building or incidental structure	<input type="checkbox"/>	<input type="checkbox"/>			

13	<p>Regulation 16(1)(c) If the application is for a DEMOLITION PERMIT</p> <p>(i) the classification of the building or incidental structure</p> <p>(ii) the occupancy permit number (if any) of the building or incidental structure</p>	<input type="checkbox"/>	<input type="checkbox"/>			
14	<p>Regulation 16(2) in relation to person proposing to be named as the builder or demolition contractor on the permit</p> <p>(a) postal address of the person</p> <p>(b) telephone number or other contact details of the person</p> <p>FOR BUILDING PERMITS ONLY:</p> <p>(c) registration number of the person as a building service contractor under the Building Services (Registration) Act 2011 OR</p> <p>(d) the number of the owner-builder approval given under the Building Services (Registration) Act 2011</p>	<input type="checkbox"/>	<input type="checkbox"/>			
15	<p>Regulation 16(3)(a) If other land will be adversely affected or the building will encroach, then evidence of the relevant consents or Court Orders have been obtained under Part 6, Division 3 of the Act</p>	<input type="checkbox"/>	<input type="checkbox"/>			
16	<p>Regulation 16(3)(b) all the approvals required under other written laws prescribed in regulation 18(2) (see above)</p>	<input type="checkbox"/>	<input type="checkbox"/>			
17	<p>Regulation 16(3)(c) if the application is of a class 1 or class 10 building or incidental structure details of each alternative solution proposed</p>	<input type="checkbox"/>	<input type="checkbox"/>			
18	<p>Regulation 16(3)(d) FOR DEMOLITION PERMITS ONLY Planning and Development Act 2005 approval has been obtained and is in force</p>	<input type="checkbox"/>	<input type="checkbox"/>			
19	<p>Notifications described above (eg water, electricity, heritage, Occupational Safety and Health etc) have been given</p>	<input type="checkbox"/>	<input type="checkbox"/>			
20	<p>All other prescribed requirements satisfied</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>			