

What is an unauthorised building work?

Unauthorised building work is building work that required a building permit, but has been commenced or completed without a valid building permit being in place.

It is an offence to do building work without a valid building permit. Penalties apply for breaches of the building legislation.

Recognition of unauthorised works

Local governments are unable to issue building permits for works that have been undertaken without a valid building permit. Unauthorised works are recognised through a separate approval process via Building Approval Certificate applications.

Application information

A Building Approval Certificate application can be submitted at the Shire for its consideration; these applications are to be made using the Building Approval Certificate application form (BA13). The applications are required to be accompanied by a Certificate of Building Compliance (BA18) issued by an independent building surveying contractor.

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A list of building surveyors can be found on the Building Commissions website:

<http://www.commerce.wa.gov.au/building-commission/find-registered-building-service-provider>

Please note: Building Approval Certificates can only be issued to the owner(s) of the property.

Are there exemptions?

The Building Regulations 2012 do allow for some buildings and structures to be exempt from requiring a building permit. If you would like to know if your structure is exempt, please call the Shire's building approvals team.

Other approvals

In some instances, retrospective planning approval will also be required. Under these circumstances, the Building Approval Certificate application can be placed on hold whilst the planning issues are addressed. It is important to note that if the planning application is unsuccessful, the building application will be refused.

What happens if my application is refused?

In some instances, Building Approval Certificates are refused. Where this is the case the Shire will require unauthorised works to be removed. Where an applicant receives notice that a Building Approval Certificate

Contact Us

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application has been refused, the applicant has the right to apply to the State Administrative Tribunal for a review of a refusal by the Shire.

Further information on this appeal process can be found on the State Administrative Tribunal web site.

What documents do I need for my Building Approval Certificate application?

- Completed BA13 application form with all owners signatures.
- Applicable fees (please see fee schedule)
- Certificate of Building Compliance (BA18) issued by an independent building surveyor
- All documentation listed on the Certificate of Building Compliance BA18.

Please note that this list is not exhaustive and further information may be requested.

For further information, please contact Building Services on 9526 1111