

Building Approvals Application

To undertake the building approvals process on your project can be complicated. To ensure we can have your approvals granted in the shortest possible time we require this form to be completed in full and be returned to us with all documentation requested within this application.

Here are some useful tips to ensure the process can run smoothly,

- return this form completed in full – do not miss any sections
- include ALL documentation requested within this form with your application
- ensure your information is correct and accurate

If you do not return all documentation we request then your application will not be processed. There are no exceptions. The information we ask for within is mandatory for each and every application.

Failure to provide accurate and complete application forms will result in your process being delayed considerably. We accept no responsibility for delays where you are unable to provide the required documentation and/or documentation to a standard as required by our building surveyors, engineers and consultants.

Section 1 – Legal Entity

The legal entity or owner of the property subject to this application.

Company Name:	
A.C.N. / A.B.N.	
Registered address:	
Postal Address: (for all correspondence)	
Contact Person:	
Phone No:	
Email Address:	

Applicant for Contact and Billing purposes (if different to the legal entity)

Company Name:	
A.C.N. / A.B.N.	
Registered address:	
Postal Address: (for all correspondence)	
Contact Person:	
Phone No:	
Email Address:	

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Section 2 – Property Details

The legal entity or owner of the land subject to this application.

Lot / Street Number:	
Street Name:	
Suburb:	
Local Authority:	

Is the property Vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No

If the property is **NOT Vacant** please answer the following questions.

What are the existing structures on the property?	
Is there car parking existing on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a disabled accessible bay? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there an existing disabled accessible toilet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, when was it constructed? (approximate age/year)	

Section 3 – Scope of Approvals

Please identify which approvals you wish us to undertake as a part of this application.

Development Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already completed (please attach a copy)
Building Permit <input type="checkbox"/> Yes <input type="checkbox"/> No
Water Corporation <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you require us to carry out service connections for your project? If so, please identify these for us now.

Water/Sewer connection <input type="checkbox"/> Yes <input type="checkbox"/> No
Power connection <input type="checkbox"/> Yes <input type="checkbox"/> No
Telstra Conduit install <input type="checkbox"/> Yes <input type="checkbox"/> No

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Section 4 – Documentation Requirements

- Documentation must be to a suitable standard otherwise your application cannot be processed
- All documentation is to be supplied electronically in the format requested
- All documentation must accompany this application, without exception

The following list of documentation is required for each and every application.

Site Survey	Attached – in PDF or DXF/DWG format <input type="checkbox"/>
Minimum requirements:	
<ul style="list-style-type: none">• Conventional scale used• Spot levels and site contours shown• North point clearly shown• Lot boundaries• Lot dimensions• Roads / road names• Existing structures to be shown• Existing car parks, disabled bays to be shown	

Site Plan	Attached – in PDF or DXF/DWG format <input type="checkbox"/>
Minimum requirements:	
<ul style="list-style-type: none">• Car parking shown to scale (refer to planning conditions)• Pathways (size, type, gradient)• Ramps/Landings compliant with AS1428.1-2009• Building, verandas/decks/ all structures shown to scale• Finished Floor levels identified (FFL's) – building• Finished Floor levels identified (FFL's) – ramps/pathways• North point clearly shown• Landscaping (separate plan may be required)	

Services Plan – Water/Sewer	Attached – in PDF or DXF/DWG format <input type="checkbox"/>
Minimum requirements:	
<ul style="list-style-type: none">• Water & Sewer reticulation points shown for the property subject to this application	

Services Plan – Power & Telstra	Attached – in PDF or DXF/DWG format <input type="checkbox"/>
Minimum requirements:	
<ul style="list-style-type: none">• Electricity connection point shown for the property subject to this application• Telstra connection point shown for the property subject to this application	

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Section 4 – Documentation Requirements

Floor Plan	<input type="checkbox"/> Instant to provide
Elevations	<input type="checkbox"/> Instant to provide
Structural Engineering Assessment	<input type="checkbox"/> Instant to provide – costs apply
Energy Efficiency Assessment	<input type="checkbox"/> Instant to provide – costs apply
BA1 Form	<input type="checkbox"/> Blank form Attached (signed by the property owner)
BA9 Form	<input type="checkbox"/> Blank form Attached (signed by the property owner)

Section 5 – Costs

Standard fees apply for these applications which are as follows,

Development Application Processing	\$1,000
Development Approval Fee	Billed at cost
Building Permit Application Processing (incl insurance)	\$3,600
Structural Engineering Assessment	\$1,100
Energy Efficiency Assessment	\$1,000
Certificate of Design Compliance (perth metro)*	\$1,015
Certificate of Construction Compliance (perth metro)*	\$1,450
Building Permit Fee	Billed at cost
Occupancy Permit Fee	Billed at cost
SERVICES (WATER, SEWER, POWER)	
Water Corporation Assessment	\$300.00
Water Corporation Application Fee	Billed at cost
Synergy New Application Fee	Billed direct to you
ANCILLARY WORK	
Hourly Drafting fee (if documentation needs to be updated by ITO)	\$140.00/hour
Certificate of Construction Compliance (within 4hrs drive of Perth CBD)	\$3,900
Certificate of Construction Compliance (Regional WA)	Base fee \$4,800 plus travel/accommodation expenses

- Prices are GST exclusive where applicable.
- Any other fees imposed by a local authority or service provider will be charged at cost.
- Building Permit and Occupancy permit fees will be billed to you at cost when known.
- There may be additional documentation required to form part of your application that is not included in our scope of works. Additional costs will be identified when known and provided to you for approval before work commences.

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Section 6 – Approval to Commence

Authorised representative of the Legal Entity	_____
	[your name]
<p>Hereby agree for the approvals as requested in Section 3 along with the scope of work as required by this application to be undertaken by Instant Products Group.</p> <p>I understand that the costs for the work as outlined above will be payable within seven (7) days upon receipt of a tax invoice. I understand that some costs will not be known until later in the approvals process and these will be invoiced to me as/ when they occur.</p> <p>I understand that if I submit an incomplete application with missing documentation or documentation which does not meet the required standard that my application will not be processed causing delays.</p>	
Authorised	_____
	[signature]

	[date]