



Unauthorised Building Work Class 1 (Residential) & Class 10 (Non-habitable) Buildings Building Approval Certificate (BAC) Application Checklist

Submission Checklist

You can submit an application for a Building Approval Certificate (BAC) to obtain retrospective approval for an unauthorised structure/s:

Please note that under section 54 of the Building Act 2011, a BAC application must be accompanied by the following documentation:

- A Certificate of Building Compliance (Form BA18) issued by a registered private building surveyor;
- A copy of each technical certificate that the building surveyor has relied on to issue the Certificate of Building Compliance;
- A copy of scaled drawings of the unauthorised structure/s:
- A site plan (min scale 1:200) clearly showing lot dimensions, location of all existing structures on the lot, and setback distances of the unauthorised structure/s from the lot boundaries;
- A floor plan (min scale 1:100) with all areas / rooms clearly indicated and dimensions shown (if applicable);
- Cross-sectional and elevation details (min scale 1:100) clearly showing footing dimensions and connection details (where applicable). **NOTE:** certification by a practising structural engineer may be required.
- The prescribed application fee and associated State Government levies (refer to current financial year Building Application Fee Schedule).

Please be advised that some unauthorised structures may also require retrospective planning approval from the City's Statutory Planning Services. Should retrospective planning approval be required, it must be obtained prior to the lodgment of an application for a Building Approval Certificate.

Please contact the City's Building Services for more information on lodging a retrospective building approval on 9411 3444 or at customer@cockburn.wa.gov.au