

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

An application for a Building Approval Certificate (BAC) can be submitted to obtain retrospective approval for unauthorised buildings/structures:

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

- A completed Building Approval Certificate application form (BA13) signed by each owner of the property;
- A Certificate of Building Compliance (Form BA18) issued by an **independent Building Surveyor** \*
- A copy of each technical certificate that the Building Surveyor has relied on to issue the Certificate of Building Compliance (e.g. Structural Engineer's report, Energy efficiency report, BAL report etc.);
- 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 (if applicable);
- Payment for the prescribed application fee and associated building services levy (refer to current financial year Building Application Fee Schedule);

**Please be advised that if the unauthorised structures require planning approval, a retrospective planning approval must be obtained from City's Statutory Planning Services before the BAC can be issued.**

**Further inquiries may be directed to the City's Building Services via telephone number 9411 3444, or email to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au).**

\* A full list of independent Building Surveyors can be found on the website of Department of Mines, Industry Regulation & Safety <https://www.commerce.wa.gov.au/building-commission/find-registered-building-surveyor>

Disclaimer: The information contained in this checklist is advisory in nature only. The City may make changes to the information at any time and without notice.