



## Industry Bulletin 143

# Building Services Levy – Changes to information requirements

**The Department of Mines, Industry Regulation and Safety – Building and Energy division (Building and Energy) is responsible for the administration of the Building Services Levy (BSL) and ensuring payments meet the requirements of Part 3 of the Building Services (Complaint Resolution and Administration) Regulations 2011 (the Regulations).**

Following a review of the remittance process in July 2018, Building and Energy published [Industry Bulletin 101](#), which prescribed the information that is required to be provided by permit authorities when remitting BSL payments. This resulted in an increase in overall compliance and reduced the administrative errors and subsequent refunds required.

Building and Energy has conducted a further review and to create efficiencies and streamline the BSL process further, the information to be provided in BSL reports is being expanded and the required format specified. This will align the reporting requirements across all permit authorities.

Pursuant to Regulation 22 of the Regulations, for BSL submissions received by Building and Energy from 1 March 2022, the following information is required:

- The format in which the information below should be provided is a 'comma delimited' (.csv) Excel file.
- Column titling should start from column A and row 1.
- No headers, totals, branding or logos should be included in the file.
- Address information must be separated into its discrete components and not consolidated into a single cell.
- Building Permit Database users can generate the required BSL report using the web-portal.

Current requirements	Additional requirements
Permit number	Application type
Site address	Date received
Estimated value of works	Description of works
BSL amount collected	Unauthorised works (BA09 only)
Date of approval	Main BCA class
	Name and registration number of builder
	Building surveyor number
	Number of storeys

**The information on page 1 should be provided in the following manner:**

Information required	Column title format	Accepted format
Permit number	PERMIT_NUMBER	Variable characters – Max 30
Site address information	SITE_LOT_NUM	Variable characters – Max 8
	SITE_UNIT_NUM	Variable characters – Max 8
	SITE_STREET_NUM	Variable characters – Max 8
	SITE_STREET_NAME	Variable characters – Max 80
	SITE_STREET_TYPE	Variable characters – Max 80
	SITE_STREET_SUFFIX	Variable characters – Max 80
	SITE_SUBURB_NAME	Variable characters – Max 80
	SITE_POSTCODE	Between 6000 and 6999
Estimated value of works	ESTIMATED_VALUE	Numeric value up to: 9999999999.99
BSL amount collected	BSL_COLLECTED	Numeric value up to: 9999999999.99
Date of issue	DATE_GRANTED	DD/MM/YYYY
Type of application	PERMIT_TYPE	<b>Variable character, limited to:</b> BA01 = Building Permit (certified) BA02 = Building Permit (uncertified) BA05 = Demolition Permit BA09 = Occupancy Permit BA13 = Building Approval certificate
Authorised works	AUTHORISED_WORK	Y/N
Date application received	DATE_RECEIVED	DD/MM/YYYY
Builder/Applicant name	BUILDING_APPLICANT_NAME	Variable characters – Max 100
Builder number	BUILDER_NUMBER	Variable characters – Max 30
Main BCA Class	MAIN_BCA_CLASS	<b>Variable character, limited to:</b> 1a = Single dwelling – attached/detached 1a1 = Single dwelling – detached 1a2 = Single dwelling – attached 1b = Boarding house, guest house or hostel – not exceeding 300 square metres floor area 2 = Building containing two or more dwellings 3 = Boarding house, guest house, hostel, hotel, motel or other short term residential accommodation 4 = Single dwelling in classes 5, 6, 7, 8 or 9 5 = Office building 6 = Retail/shops

Information required	Column title format	Accepted format
Main BCA Class	MAIN_BCA_CLASS	<b>Variable character, limited to:</b> 7a = Carpark 7b = Storage or wholesale 8 = Factory or laboratory 9a = Health care facility (including those incorporating laboratories) 9b = School 9c = Aged care 10a = Garage, carport or shed 10b = Fence, mast, antenna, retaining wall, swimming pool or like, etc 10c = Private bushfire shelter
Building surveyor number	BUILDING_SURVEYOR_NUMBER	Variable characters – Max 30
Number of storeys	NUMBER_OF_STOREYS	Numeric value up to: 9999
Description of works	WORK_DESCRIPTION	Variable characters – Max 500

Disclaimer – The information contained in this fact sheet is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

**Building and Energy** | Department of Mines, Industry Regulation and Safety  
**1300 489 099**

8.30am – 4.30pm  
 Level 1 Mason Bird Building  
 303 Sevenoaks Street (entrance Grose Avenue)  
 Cannington Western Australia 6107  
 M: **Locked Bag 100, East Perth WA 6892**  
 W: [www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)  
 E: [be.info@dmirs.wa.gov.au](mailto:be.info@dmirs.wa.gov.au)

**Regional Offices**

Goldfields/Esperance (08) 9021 9494  
 Great Southern (08) 9842 8366  
 Kimberley (08) 9191 8400  
 Mid-West (08) 9920 9800  
 North-West (08) 9185 0900  
 South-West (08) 9722 2888

National Relay Service: 13 36 77  
 Translating and Interpreting Service (TIS): 13 14 50

This publication is available in other formats on request to assist people with special needs.