



Updated Building Approval Forms

An updated set of Building Commissioner approved Building Approval forms has been issued to reflect recent changes to the *Building Act 2011* and *Building Regulations 2012*.

The updated forms are available on the Building Commission website and should be uploaded into the relevant corporate systems.

The Building Commission appreciates the effort it takes to change over to the new forms and update your systems. Below is some information to assist you.

Where can I find the new forms?

Under the Building approvals tab on the Building Commission website.

Have the links to the forms changed?

While the link to the forms main web page (above) remains the same, any links you have created to individual forms will need to be updated.

How can I tell if I am looking at an updated form?

The updated forms can be identified by the new Building Commissioner Approved date of '12 February 2013' in their footers.

What changes have been made to the forms?

Permit authorities can access a table detailing the most significant changes via the Building Commission website's Extranet. This is a guide only and you should refer to the Building Act and Regulations for full details of their requirements. Other organisations or individuals requiring access to the table may request it via BCinfo@commerce.wa.gov.au.

Have the permits changed?

Updates have been made to the permit and Building Order templates available in the Building Commission website's Extranet. Most of these changes are superficial and have been made to make them look consistent with the revised set of Building Approval forms. See the table of main changes for details.

We have also added samples of the permits on the Building Commission website for public viewing.

Can previous versions of the forms still be used?

Yes. The updated forms are for immediate use; however previous versions of the forms remain acceptable for an extended transition period. The Building Commission will give ample notice before any form is discontinued.

What formats are the forms available in?

On the Building Commission website:

- PDF – for printing or handwritten completion
- Word (protected) – for typewritten completion
- On the Extranet (for permit authorities):
- Word (unprotected) – template to allow data merging

Are template/editable versions of the forms available?

Form templates (editable versions for data merging purposes) are available to permit authorities on the Building Commission website's Extranet. Other organisations requiring access to the templates can request them via email.

We must stress that any changes made to the wording of a form may materially affect its substance and make it invalid for the purposes of the Building Act. If you change the approved form or create your own, it is no longer a Building Commissioner Approved form and any reference to this must be deleted from the form. We suggest that you discuss any changes with the Building Commission before they are made or seek your own independent legal advice.

Does my permit authority have an Extranet login?

Each permit authority has been allocated login details for the Building Commission website's Extranet and has the ability to manage its own password. If you do not know your permit authority's login, please attempt to determine who is responsible for them within your organisation. If this is still an issue, email the Building Commission.

Where are the guides?

We are updating the existing guides and developing some new ones. The industry will be alerted via email when these are published.

What if I am experiencing difficulties with the forms?

If you are experiencing any difficulties with the forms and their compatibility with your particular system, we encourage you to [email](#) the Building Commission with as many details of the issue as possible so we can help you to resolve it or phone 1300 489 099.

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