



Updated building approval forms (July 2016)

An updated set of Building Commissioner approved forms have been issued for use under the *Building Act 2011*.

The most significant changes to the forms relates to the format of address details for the property, owner, applicant and builder or demolition contractor. These revisions are necessary to align with international standards as part of integration with the Building Commission's e-enablement initiatives. The forms also incorporate a number of other minor changes that are a result of the 2014 review of the forms.

The release of these forms coincides with the exposure of an initial group of permit authorities to a new building data reporting system. This reporting system is an integral part of the Building Commission's 'Building on the Foundations REFORMS 2015–2020' and is the first step to developing an electronic lodgement system for building approvals.

The Building Commission appreciates the effort it takes permit authorities and others to change over to the new forms and update their systems. To minimise the effort of this change for permit authorities, the Building Permit Database project team will guide permit authorities on the integration of the new forms with permit authority computer systems. The team commenced training some permit authorities in June and will work with others in the coming months. If you have concerns about the integration of the forms with your computer systems or if you seek information on when the project team may schedule assistance to your permit authority, please send an email to bcdata@dmirs.wa.gov.au and a project team member will respond.

Below is some information to assist you.

Frequently asked questions

Where can I find the new forms?

Under the 'building approvals' box on the Building Commission website, at www.dmirs.wa.gov.au/building-commission/building-approval-forms-0

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 '30 June 2016' in their footers.

What changes have been made to the forms?

The summary outlining the main changes that have occurred to the approved forms are set out in Appendix A (on page 3) of this bulletin. Further supporting information regarding some of these changes are included in Appendix B (on page 6) of this bulletin.

Can previous versions of the forms still be used?

The updated forms are for immediate use; however previous versions of the forms remain acceptable before 10 October 2016. From 10 October 2016, previous versions of the forms will no longer be considered approved forms by the Building Commissioner.

What formats are the forms available in?

On the Building Commission website:

- PDF – for printing or handwritten completion; and
- 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.

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. If your difficulties relate to your IT systems or to the Building Permit Database please email bcddata@dmirs.wa.gov.au.

Appendix A – Summary of changes to the forms

The following table outlines the main changes that have occurred to the approved forms for use under the *Building Act 2011* as part of the July 2016 release.

(Please note: A reference to a section is a reference to a section in the *Building Act 2011* and a reference to a regulation is a reference to a regulation in the Building Regulations 2012.)

Part number (grey sections on revised forms)	Details of change
BA1 Application for building permit – certified	
Introduction	Amend box for permit authority “reference number”.
1	Amend the address details required for property.
	Add “Certificate of Title (if known)” with “Volume” and “Folio” to Property details.
2	Add “Third BCA class”.
	Add “Number of dwellings relocated TO this site from another site”.
	Add “Steel” after “Timber” to Floor materials.
	Add “Tiles” (only) and “Concrete” (only) to Roof cover.
	Replace “Will the building be government owned? Yes and No”, with “Intended owner of the completed building” with options “Private Sector” and “Government Sector” tick boxes.
	Add “Is an alternative solution to a building standard being proposed for the building work? Yes and No (tick boxes)”.
3	Amend the address details for owner.
4	Amend the address details for builder.
	Add type of builder with tick boxes for registered building contractor, approved owner-builder, public authority and other.
5	Add “Who is the applicant” with tick boxes owner, builder and other.
	Amend the address details for applicant and only required this information if the applicant is not the owner or builder.
6	Amend statements 4 and 5 for clarity.
BA2 Application for building permit – uncertified	
Introduction	Amend box for permit authority “reference number”.
1	Amend the address details required for property.
	Add “Certificate of Title (if known)” with “Volume” and “Folio” to Property details.
2	Add “Secondary BCA class: and “Third BCA class”.
	Add “Number of dwellings relocated TO this site from another site”.
	Add “Steel” after “Timber” to Floor materials.
	Add “Tiles” (only) and “Concrete” (only) to Roof cover.
	Replace “Will the building be government owned? Yes and No”, with “Intended owner of the completed building” with options “Private Sector” and “Government Sector” tick boxes.
	Add “Is an alternative solution to a building standard being proposed for the building work? Yes and No (tick boxes)”.

Part number (grey sections on revised forms)	Details of change
3	Amend the address details for owner.
4	Amend the address details for builder.
	Add type of builder with tick boxes for registered building contractor, approved owner-builder, public authority and other.
5	Add "Who is the applicant" with tick boxes for owner, builder and other.
	Amend the address details for applicant and only required this information if the applicant is not the owner or builder.
6	Amend statements 4 and 5 for clarity
BA3 Certificate of design compliance	
Introduction	Insert box for permit authority "reference number".
	Amend box for building surveying "reference number".
1	Amend the address details for property.
	Add "Third BCA class".
	Combine "Description of the building" and "Description of the building work" so that it is "Description of the building(s) and building work".
2	Provide guidance on when "bush fire prone area" information is required to be completed and amend required information for usability.
4	Provide guidance on which regulation requires details of alternative solutions for certain classes of buildings.
6	Amend declaration number 4 to clarify that plans and specifications are listed in part 3 of the certificate and details of alternative solutions are in part 4 of the certificate.
	Amend the address details for building surveyor practitioner.
7	Amend the address details for building surveyor contractor/public authority.
BA5 Application for demolition permit	
Introduction	Amend box for permit authority "reference number".
1	Amend the address details for property.
	Add "Certificate of Title (if known)" with "Volume" and "Folio" to Property details.
2	Add "Project name (if any)".
	Add "Third BCA class".
	Add "Relocation of a building from this site to another site".
	Add "Number of dwellings relocated FROM this site from another site".
3	Amend the address details for owner.
4	Amend the address details for demolition contractor.
	Replace "Licence number" with "Demolition licence number" and clarify that this licence is issued under the Occupational Safety and Health Regulations 1996 (if applicable).
5	Add "Who is the applicant" with tick boxes for owner, demolition contractor and other.

Part number (grey sections on revised forms)	Details of change
5	Amend the address details for applicant and only required this information if the applicant is not the owner or demolition contractor.
BA7 Notice of completion	
Introduction	Amend box for permit authority "reference number".
	Insert box for builder / demolition contractor "reference number".
1	Amend the address details for property.
2	Amend the address details for builder/demolition contractor.
BA8 Notice of cessation	
Introduction	Amend box for permit authority "reference number".
	Insert box for builder / demolition contractor "reference number".
1	Amend the address details for property.
2	Add "Actual value of work".
	Amend the address details for builder/demolition contractor.
BA18 Certificate of building compliance	
Introduction	Insert box for permit authority "reference number".
	Amend box for building surveying "reference number".
1	Amend the address details for property.
	Add tick box for which application under the Act that the certificate is being used for.
2	Provide guidance on when "bush fire prone area" information is required to be completed and amend required information for usability.
5	Delete paragraph relating to which application under the Act that the certificate is being used for (as this is now addressed in part 1 of the certificate).
	Amend the address details for building surveyor/practitioner.
6	Amend the address details for building surveyor/contractor/public authority.
BA20 Notice and request for consent to encroach or adversely affect	
Introduction	Amend box for permit authority "reference number".
	Insert box for builder / demolition contractor "reference number".
	Amend to assist in clarifying the purpose of the form.
1	Amend postal address details for owner(s) of affected land.
2	Amend the address details for property (works land).
3	Amend the address details for property (adjoining land).
4	Include guidance for encroachments under section 50(1)(e)
6	Amend the address details for person who is responsible for work.
BA20A Notice and request for consent – protection structures, party walls, removal of fences, access to land	
Introduction	Amend box for permit authority "reference number".
	Insert box for builder / demolition contractor "reference number".
	Amend introduction to assist in clarifying the purpose of the form.
1	Amend postal address details for owner(s) of affected land.

Part number (grey sections on revised forms)	Details of change
2	Amend the address details for property (works land).
3	Amend the address details for property (adjoining land).
6	Amend the address details for person who is responsible for work.
BA21 Building order	
Introduction	Amend box for permit authority "reference number".
1	Amend the address details for property.
2	Amend the address details for builder/demolition contractor, owner and occupier.
	Include field for "permit number" where the order is to be issued to a builder or demolition contractor.
All other forms	
	Delete "OFFICE USE ONLY" from approval forms that are granted by a permit authority (e.g. BA4 building permit, BA5 demolition permit, etc.).
	Amend box for permit authority "reference number" (as appropriate).
	Include box for relevant third party "reference number" (as appropriate).
	Amend the address details for property, owner, builder, demolition contractor, applicant, building surveying practitioner and/or building surveying contractor/permit authority (as appropriate).
	Add "Third BCA class" (as appropriate).

Appendix B – Supporting information regarding the forms

What is the purpose of the reference number field at the top of each form?

The approved forms include reference number fields at the top of each form.

A permit authority reference number field is included on all forms. It links the paper form to a record in the Building Permit Database. The permit authority must enter a unique identifying number or combination of numbers into this field. The permit authority can decide the numbering to suit its administration. Some examples of numbering might be:

- the year plus a sequence number for each year such as 2016-95 or 16#3004;
- a sequence number plus a date such as [53]17/06/2016; or
- a file number and a sequence number such as RA90126-Lucknow-238.

A second reference number field is included on those forms that are issued by another party such as by a building surveyor, builder or demolition contractor. This provides an opportunity for the other party to record their own reference or job number on those forms. Forms with this additional field include the BA3, BA7, BA8, BA17, BA18, BA20 and BA20A.

For approved forms that include both the permit authority and other party reference number fields, the permit authority may choose to use the corresponding BA1 or BA2 reference number or alternatively provide a different reference number.

For approved forms that are a building approval granted by the permit authority (such as the BA4, BA6, BA10, BA12, BA14 and BA16) the only provided field is for the permit or certificate number.

What do the new address fields mean?

The approved forms include changes to the format of address details for the property, owner, applicant and builder or demolition contractor. The following information may be of assistance when completing an address:

Address field	Explanation
Unit no	The unit number of the building or property (if applicable).
Street no	The street number of the building or property.
Level	The floor or level number of a multi-storey building (if applicable).
Lot no	Lot number of the building or property. This must be provided if the street number is not known.
Street name	The name of the street or thoroughfare that the building or property is located on. For example "Jones".
Street type	The type of street or thoroughfare. Examples include road, street, way, boulevard, arcade, etc..
Street suffix	The suffix of the street or thoroughfare (if applicable). Examples of a suffix include north, south, east or west.
Suburb	The suburb or other placename (such as a town) where the building or property is located.
State	The state or territory where the specific building, property or placename is located.
Postcode	The postcode of the suburb or placename where the building or property is located.
PO Box no	Identification of the post office box or other postal delivery service (if applicable). Examples include PO Box 14, GPO Box 27, Lock Bag 19, Private Bag 36, etc..

Some examples of how an address may look when completed are provided below.

Example 1

Street address
(provide lot
number where
street number is
not known)

Unit no Unit 8	Street no 25	Level	Lot no
Street name Constitution		Street type Road	Street suffix West
Suburb Subiaco		State WA	Postcode 6008

Example 2

PO Box address

PO Box no Locked bag 14			
Suburb Cloisters Square	State WA	Postcode 6850	Country (if not Australia)

What if a property does not have a street number?

The Building Permit Database routinely verifies property addresses shown on forms using a service provided by Landgate. The service requires each address to include either the lot number or the street number. If known, the applicant should provide both numbers.

Do applicants need to complete all the fields on the forms?

It is intended that applicants will fully complete the application or notice form before lodging the submission. However some fields, such as the certificate of title fields marked “if known” or “if applicable” are discretionary and should only be filled in when they apply to a particular submission.

Disclaimer

The information contained in this bulletin is provided as general information only and 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.

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