

3.0 Building Services

Applications for Approval of Unauthorised Works

Any buildings or structures found not to have the appropriate building approvals in place will be required to have applications made to obtain retrospective approval. The type of approval required to be obtained from Building Services depends on the classification of the building. It should be noted that the obtaining of building approval is subject to obtaining prior approval from Planning and Health.

An *Occupancy Permit* (OP – BA9 form) is required for Class 2-9 buildings, whilst a *Building Approval Certificate* (BAC – BA 13 form) is required for Class 1 and Class 10 buildings, a full list of classifications can be found in Attachment A. Both these applications require the submission of a Certificate of Building Compliance (CBC) and all documentation referred therein. Outlined below are the options available for obtaining a CBC.

Option 1

Engage the services of a private building surveyor (contractor) as listed as registered with the Building Commission (refer to link below) and have them advise as to the information (such as plans, engineering certification etc.) they require to produce the certificate of building compliance.

<https://www.commerce.wa.gov.au/building-commission/find-registered-building-surveyor>

Option 2

Engage the services of the City's Building Services team to provide a certificate of building compliance. This may require the submission of some or all of the following:

- A full set of as constructed drawings
- Engineering certification
- Energy efficiency compliance report.
- Approval from Planning and Health as required

Where to get the required information and documentation

Drawings – Engage the services of a draftsman or architect to measure up and draw the building or structure as it has been constructed. Alternately you may use drawings that were used during the construction of the building/structure.

Engineering Certification– Engage the services of a structural engineer to provide certification that the building/structure complies with the requirements of Section B – Structure of the National Construction Code and the relevant standards referenced therein, including but limited to AS 1170.2-2011

Energy Efficiency Compliance– Engage the services of a qualified energy efficiency consultant to assess and determine the buildings compliance with current energy efficiency requirements.

For further information please contact the City's Building Services Team on 9186 8555.

Associated Documents

- 3.1** BA9 – Application for occupancy permit
- 3.2** BA13 – Application for Building Approval Certificate
- 3.3** Application for a Certificate of Building Compliance
- 3.4** Attachment A – Building Classifications