



CHECKLIST FOR UNCERTIFIED BA2 APPLICATIONS FOR CLASS 1A HOUSING

(ie For Single Dwellings where Application is not Certified before Lodgement)

	Requirements for Complete Application Providing the information below constitutes a complete building permit application to enable lodgement with the Permit Authority for assessment and processing.	Applicant to tick or cross
1	BA2 'Application for Building Permit – Uncertified' has been completed.	
2	A Pro Forma Statement about Planning has been completed.	
3	A Pro Forma Statement about Adverse Effect on Other Land has been completed OR a BA20 Form for neighbour's consent to an encroachment or adverse effect is provided OR a Court Order has been obtained.	
4	Energy Efficiency Assessment and lighting calculations are provided.	
5	Certificate of Home Indemnity Insurance or Cover Note is, or will be, provided prior to the granting of a Building Permit.	
6	Payment of Building Permit Fee is attached.	
7	Payment of Building Services Levy is attached.	
8	Evidence of payment of Construction Training Fund (CTF) Levy is provided (eg copy of receipt for cash or cheque payment, copy of credit card receipt or copy of electronic funds transfer confirmation).	
9	<p style="text-align: center;">Minimum Requirements for Building Plans and Specifications (In the case of paper applications, two (2) copies are to be provided).</p> <p>a) Drawings (to scale not less than 1:100) showing —</p> <ul style="list-style-type: none"> i. a plan of every storey; ii. all elevations of external fronts; iii. one section, transverse or longitudinal; iv. the heights of each storey; v. depth of foundations; vi. floor levels; vii. levels of ground; viii. construction of the walls, floors and roofs; <p>b) A site plan (to a scale not less than 1:500) showing —</p> <ul style="list-style-type: none"> i. street names, lot number, and title reference to the site with the north point clearly marked; ii. the size and shape of the site; iii. the dimensioned position of proposed new building and of any existing buildings on the site; iv. the relative levels of the site with respect to the street or way adjoining; v. the position and size of any existing sewers and existing stormwater drains; vi. the position of street trees, if any, between the site and the roadway; <p>c) Specifications describing materials to be used in the construction and, where not indicated on the drawings, the sizes thereof.</p>	