

Building Information Sheet: Making applications under the Building Act

An uncertified application does not require a Certificate of Design Compliance (CDC) to be included with the submission.

Essentially there is little change between this process and the way applications for building licences were made under the previous system but the application must now be complete and compliant upon submission or able to achieve compliance within 21 days of a request for further information being made.

You can only make an uncertified application for class 1 (single residential buildings) and Class 10 (non-habitable) buildings.

The statutory requirement is that uncertified applications must be processed by the permit authority within twenty five (25) working days of lodgement. A further provision has been made whereby the City can ask for any missing information, or any additional information, within that 25 day processing period rather than being forced to refuse the application.

Any requests for additional information must be satisfied within twenty one (21) calendar days of the requests being made or the application for the issue of a permit will be refused.

If the requested information is provided and the application is made compliant within the twenty one (21) day period that is specified, the City then has the remainder of the twenty five (25) working days in which to issue the permit.

Permit expiry dates

Unless otherwise specified the permit will have a duration of effect for 2 years after the date on which it is granted.

The person nominated as the responsible party on the permit **must submit a notice of completion** (Form BA 7) within 7 days of completing the prescribed works.

What are the fees for a permit application?

For application fees please refer to the prescribed fees information sheet

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Canning encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Canning if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.