



# Development Approvals Building Approval Certificate

## A person can apply for a building approval certificate:

- If they choose to obtain approval for unauthorised works to any building work associated with a Class 1 or Class 10 building or incidental structure completed without authorisation;
- Or
- To confirm compliance with the applicable building standards for a building with any classification with existing authorisation which previously did not require an approval to occupy.

While a building approval certificate is generally used for a Class 1 and Class 10 building or incidental structure, it can also be used for any class of building where appropriate.

## **A building approval certificate application must be accompanied by:**

- A certificate of building compliance (BA18) signed by a building surveyor;
- Copies of all plans and specifications specified on the certificate of building compliance;
- Evidence of the following authorities under written laws, as relevant to the building or incidental structure (r.37) –
  - a) An approval required under the Health Act 1911 section 107 (2)(a) or (b)
  - b) An approval required under the Planning and Development Act 2005;
  - c) An approval required under the Health (Aquatic Facilities) Regulations 2007 Part 2 Division 1;
  - d) An approval required under the Local Government (Uniform Local Provisions) Regulations 1996 regulation 12(2).
- Where applicable, evidence of consent(s) from each affected owner where work encroaches onto or adversely affects other land; and
- payment of the prescribed fee and levy (if applicable).

The permit authority may request additional information as required to determine the application.

## **Process for applying for a Building Approval Certificate**

1. Certificate of Building Compliance (BA18)  
– by Building Surveyor



2. Application for Building Approval Certificate (BA13)  
– by Applicant



3. Building Approval Certificate (BA14)  
– by Permit Authority

# LAND OWNER'S WRITTEN LEGAL AUTHORISATION FORM

I \_\_\_\_\_ am \_\_\_\_\_  
(Full Name) (Position/Title)

of \_\_\_\_\_  
(Company Name)

as (please select only 1 of the following options):

- Land Owner
  - Property Manager for
  - Attorney for
  - Strata Manager for
- } \_\_\_\_\_  
(Land Owners Name/Strata Plan Number)

for \_\_\_\_\_  
(Property Address)

am duly authorised to sign application forms, pursuant to the Building Act 2011, for and on behalf of the Land Owner stated above.

\_\_\_\_\_  
(Full Name) (Position)

\_\_\_\_\_  
(Signature) (Date)

**\*\*NOTE: All relevant application forms MUST be signed by the person signing above.**