This Checklist is to assist applicants to prepare a complete application to amend an existing building permit. Please note further information and/or modifications may still be requested by the Shire’s Building Surveyor.

Applications can be lodged via:

* Email at building@ashburton.wa.gov.au; or
* In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

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| **DOCUMENTATION** | **PROVIDED** |
|  | **YES** | **NO** | **N/A** |
| 1 | BA19 – Request to amend the building permit or builder’s details* Ensure all sections have been completed and signed by the relevant person/s
* Describe the proposed changes to the works or permit and list the documents that relate to the proposed changes in Section 4 of the application form
 |[ ] [ ] [ ]
| 2 | BA9 – Notice of Cessation *(if the nominated builder is unable to continue the building work)** Completed by a builder or demolition contractor
 | [ ]  | [ ]  | [ ]  |
| 3 | Supporting Plans and Documents (Must be listed on the BA19 and reference the correct plan/sheet/revision numbers)* If significant changes are being made, an updated Certificate of Design Compliance will be required
* Where the value of such changes adds to the cost of the approved building work, further fees and levies may apply
 |[ ] [ ] [ ]
| 4 | Updated Home Indemnity Insurance (if works exceeds $20,000) * If the owner enters into a new contract with a replacement builder, a new copy of the HII certificate of insurance is to be provided
 |[ ] [ ] [ ]