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](mailto: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 |  |  |  |