



# Updated Building Commissioner approved forms issued for use under the *Building Act 2011*

**Updates to some of the Building Commissioner approved forms have been made in order to align with recent amendments to the Building Regulations 2012 addressing administrative matters around the introduction of the 2019 edition of the Building Code of Australia.**

The release of the updated forms also provided an opportunity to amend existing references to “Building Commission” and “alternative solution(s)”.

The updated forms are:

<b>BA1</b>	Application for building permit - certified
<b>BA2</b>	Application for building permit - uncertified
<b>BA3</b>	Certificate of design compliance
<b>BA5</b>	Application for demolition permit
<b>BA8</b>	Notice of cessation
<b>BA18</b>	Certificate of building compliance
<b>BA20</b>	Notice and request for consent to encroach or adversely affect
<b>BA20A</b>	Notice and request for consent – protection structures, party walls, removal of fences, access to land
<b>BA24</b>	Application for modification or non-application of building standards
<b>BA24A</b>	Application for modification or non-application of a bush fire building standard

Building and Energy appreciates the effort it takes permit authorities and others to change over to new forms and update their systems and has allowed a transition period ending on 30 September 2019. Only those forms that have been updated are subject to the transition.

Below is some information to assist you.

## Frequently asked questions

### Where can I find the updated forms?

All *Building Act 2011* forms approved for use are located under the ‘building approvals’ box on the Department of Mines, Industry Regulation and Safety (Building Commission) website at [www.dmirs.wa.gov.au/building-commission/building-approval-forms-0](http://www.dmirs.wa.gov.au/building-commission/building-approval-forms-0)

### Have the links to the forms changed?

While the link to the forms main web page (above) remains the same, any links you have created to individual forms will need to be updated.

### How can I tell if I am looking at an updated form?

The updated forms can be identified by the new Building Commissioner Approved date of 8 March 2019 in their footers. Forms that have not been changed retain their previous Building Commissioner approved date.

## What changes have been made to the forms?

A summary of the changes is set out in the table below.

## Can previous versions of the forms still be used?

The updated forms are for immediate use, however previous versions of the forms remain acceptable until 30 September 2019. From 1 October 2019 previous versions of the ten updated forms will no longer be considered approved forms by the Building Commissioner.

## What formats are the forms available in?

On the Department of Mines, Industry Regulation and Safety (Building Commission) website:

- PDF – for printing or handwritten completion; and
- Word (protected) – for typewritten completion.

On the Extranet (for permit authorities):

- Word (unprotected) – template to allow data merging.

## Are template/editable versions of the forms available?

Form templates (editable versions for data merging purposes) are available to permit authorities on the website's Extranet. Other organisations requiring access to the templates can request them via email.

Any changes made to the wording of a form may materially affect its substance and make it invalid for the purposes of the *Building Act 2011*. We suggest that you discuss any changes with Building and Energy before they are made or seek your own independent legal advice.

## Summary of changes to the forms

Part number (grey sections on revised forms)	Details of change
<b>BA1 Application for building permit - certified</b>	
<b>2</b>	Replace "an alternative solution" with "a performance solution"
<b>6</b>	Replace "alternative solutions" with "performance solutions" and "alternative solution" with "performance solution"
<b>BA2 Application for building permit – uncertified</b>	
<b>2</b>	Replace "an alternative solution" with "a performance solution"
<b>6</b>	Replace "alternative solutions" with "performance solutions" and "alternative solution" with "performance solution"
<b>BA3 Certificate of design compliance</b>	
<b>4</b>	Replace "Details of each alternative solution".....with "Details of each performance solution".....
<b>4</b>	Delete "Performance requirement P2.3.4" and replace with "the bush fire performance requirement"
<b>6.4</b>	Replace "alternative solution" with "performance solution"
<b>6.5</b>	Replace "regulations," with "the Building Regulations 2012,"

<b>BA5 Application for demolition permit</b>	
<b>2</b>	Delete "(as per Part 1.3 and A3 of the BCA)"
<b>BA8 Notice of cessation</b>	
<b>2</b>	In the table under Details of incomplete work insert "completed" after "Actual value of work"
<b>BA18 Certificate of building compliance</b>	
<b>4</b>	Replace "Alternative solutions" with "Performance solutions"
<b>5.5</b>	Replace "alternative solution" with "performance solution"
<b>BA20 Notice and request for consent to encroach or adversely affect</b>	
<b>Introduction</b>	Replace wording in introduction (as per wording in updated BA20 form).
<b>BA20A Notice and request for consent – protection structures, party walls, removal of fences, access to land</b>	
<b>Introduction</b>	Replace wording in introduction (as per wording in updated BA20A form)
<b>7</b>	Insert "of" after section 85
<b>BA24 Application for modification or non-application of building standards</b>	
<b>2</b>	Replace "an alternative solution" with "a performance solution"
<b>13</b>	Replace "Building Commission ABN: 91 329 800417" with "Building Commissioner ABN: 69 410 335356"
<b>13</b>	<p><b>Lodgement and payment section</b>  Replace "Building Commission" with "Building Commissioner."  <b>By post</b>  Replace "Building Commission" with "Building Commissioner." (twice)  <b>In person</b>  Replace "Building Commission" with "Department of Mines, Industry Regulation and Safety"  <b>After the application is lodged</b>  Replace "Building Commission" with "Building Commissioner."  Delete "once it is" and replace with "when"</p>
<b>BA24A Application for modification or non-application of a bushfire building standard</b>	
<b>In box</b>	Delete "BUILDING COMMISSION USE" and replace with "OFFICE USE ONLY"
<b>6</b>	Italicise "Building Act 2011"
<b>9</b>	<p><b>Payment method section</b>  Replace "Building Commission ABN: 91 329 800417" with "Building Commissioner ABN: 69 410 335356"  <b>Lodgement and payment section</b>  <b>By post</b>  Replace "Building Commission" with "Building Commissioner" (twice)  <b>In person</b>  Replace "Building Commission" with "Department of Mines, Industry Regulation and Safety"</p>

**Disclaimer**

The information contained in this bulletin is provided as general information only and should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations you should obtain independent legal advice.

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