

City of Wanneroo
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What is Unauthorised Work?

Unauthorised work is structures that have been built or have commenced construction without the City's approval and would have required a Building Permit.

What are the consequences should I not obtain the City's approval?

Unauthorised work represents a breach of the *Building Act 2011*, which states that a person must not commence building work unless a building permit is in effect for the building work. Penalties prescribed for non-compliance under the *Building Act 2011*, start at \$50,000 for a first offence, \$75,000 for a second offence and \$100,000 for a third offence.

What do I need to submit?

- A completed [BA13 – Application for Building Approval Certificate](#) (Residential Class 1-10 Structures Only); **OR**
- A completed [BA9 – Application for Occupancy Permit](#) (Commercial Class 2-9 Structures Only)
- Completed BA18 – Certificate of Building Compliance
- 1 x copy of all technical/supporting documents referenced in the Certificate of Building Compliance
- Relevant fees (refer to page 2)
- Retrospective Development Approval (if applicable, refer to the below)

Do I need Retrospective Development Approval?

Please refer to our website to confirm whether or not retrospective Development Approval is required for your existing structure. If you are unsure of whether or not the structure requires Development Approval, please contact the City's Planning Services team on 9405 5000. Please note that Retrospective Development Applications incur a fee three times greater than the standard fee and should be submitted/approved before applying for Building Approval.

What is the difference between a Certificate of Building Compliance and a Building Approval Certificate?

A Certificate of Building Compliance is issued by a registered Building Surveyor certifying that the structure complies with the applicable Building Standards. This can be either a Building Surveyor employed by the City or a private Building Surveyor. A Building Approval Certificate is issued by the Permit Authority (the City) and is essentially the Permit for the works. A Certificate of Building Compliance must be submitted to enable a Building Approval Certificate to be issued.

Can the City provide my Certificate of Building Compliance?

Applicants have the option of requesting a Certificate of Building Compliance from either a private Building Surveyor or the City. Whichever option is chosen, the City will issue the Building Approval Certificate, authorising the works.

If you would like the City to certify the works, please refer to the City's [Building Certification Services Information Sheet](#) (please note that fees apply). If you would prefer to contract a private Building Surveyor, enquiries must be made directly with whoever you are seeking to engage and the fees will vary. A list of registered Building Surveyors is available from the [Department of Commerce website](#).

Fees

To determine your application fees, please refer to please refer to our [Building Fee Schedule](#) or [Building Application Fee Calculator](#) on the City's website.

For further information, please contact the City's Building Services on 9405 5000.

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.
2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of July 2020 and prone to alteration without notification.



Did you know?

Save time and apply online! This application is available for lodgement via the City's website www.wanneroo.wa.gov.au