



Amend Building Permit / Builders Details – Building Application

Amend Original Building Permit - Application

A Request to Amend Building Permit: BA19 application can be lodged to change or vary the original Building Permit issued by the City.

If changes are proposed to the original building permit issued by the City, the changes are required to be assessed accordingly. For example minor changes, such as substituting building materials, may simply be noted on amended drawings as a matter of record, and depending on the circumstances, may require a rectified certificate of design compliance. Please call the City's Building Services team to confirm your best course of action.

Amend Builders Details on Original Building Permit - Application

If there is no change to the original building permit issued by the City, the substitution of a builder on the building permit is an administrative matter.

A building permit can be re-issued showing the replacement builder as the nominated builder so that building works may continue.

Levies and Home Indemnity Insurance

Where the value of such changes adds to the cost of the approved building work, further fees and levies may apply.

If it is a change of builder's details the home indemnity insurance (HII) will need to be updated with the appropriate details of the new builder. A copy of the new HII certificate of insurance should be given to the owner.

CHECKLIST – Click on wording in green to go to the detail of information to submit (listed below)

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application – BA19 – Request to Amend Building Permit or Builder's Details	Always	<input type="checkbox"/> <input type="checkbox"/>
	Always	<input type="checkbox"/> <input type="checkbox"/>
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed \$20,000 Link to CTF levies - here	<input type="checkbox"/> <input type="checkbox"/>
Building Permit Application - Fee Building Permit Application Fee plus associated State levies Refer to the Building Application Fee Schedule	Always	<input type="checkbox"/> <input type="checkbox"/>
Error! Reference source not found.	Exemptions: Excludes pools, Carports, Fence, Pergola, Landscaping) Owner/Builder applications within 6 months <u>NOT</u> required for Owner - Builders and / or for multi-storey developments with a rise in storey of more than 3) or more than one basement storey.	<input type="checkbox"/> <input type="checkbox"/>



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
	Further exemptions can be found on LGIRS - here	
Plans and engineering details <i>(for minor changes only)</i>	Updated plans highlighting changes being applied for Please note major amendments such as modified engineering details must be lodged as a new BA1 or BA3 building application to be assessed.	<input type="checkbox"/> <input type="checkbox"/>

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - mail@vincent.wa.gov.au (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902

How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

An Amendment to a Permit and Extension of time is considered a Certified Application. The City has up to 10 business days from the date of lodgement to assess the application.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

How Long Until My Permit Expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What Happens When I Have Completed My Building Works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

If a bond was requested and paid then you can apply for the bond refund here - [Infrastructure Protection Bond Refund Application » City of Vincent](#)



Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA19 – Request to Amend Building Permit or Builder’s Details

- BA19 to be **signed** by, each owner of the land, unless exempt or provide written authorisation
- BA19 to indicate estimated value of building work (including GST)
- BA19 to note any changes in the estimated value of work from previous building permit
- Registered Builder’s Details – Builder must provide their **registration number** if works exceed \$20,000
- Builder’s Details – Builder must **sign** the BA19
- BA19 form can be downloaded from the [LGIRS](#) website
- Clearly indicate the North point