

## Extension of Time – Building Application

### Extension of Time Application

An approved building permit is generally valid for two years from the date on which it was granted. The Act and the Building Regulations 2012 (the Regulations) provide the process for a person to seek an extension to the duration of a building permit.

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.

An application can be made either before or after the expiry day of a permit. Once the application is made, the permit continues to have effect on and from the expiry day or the day immediately following the expiry day respectively until

- the permit authority makes a decision to extend the time during which the permit has effect; or
- the applicant withdraws the application; or
- gives a notice of completion in relation to the permit

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

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
<b>Completed Building Permit Application –</b> <b><a href="#">BA22 – Extension of Time</a></b>	Always	<input type="checkbox"/> <input type="checkbox"/>
	Always	<input type="checkbox"/> <input type="checkbox"/>
<b>Building Permit Application - Fee</b> Building Permit Application Fee plus associated State levies <b><a href="#">Refer to the Building Application Fee Schedule</a></b>	Always	<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](mailto: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?

The letter granting the extension of time will state the expiry of the permit if granted.

### 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.



## Infrastructure Bond

If a bond was requested and paid with the original permit then that will be applied to the extension of time and no further payment will be requested.

Once the works are completed and a BA7 submitted, 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.

### BA22 – Extension of Time

- BA22 to indicate the original permit number and if works has commenced
- State the ground for extension of time and the estimated completed date
- BA22 application form can be downloaded from the [LGIRS](#) website