Development Approvals

Request to amend Building Permit (BA19)

CITY OF PERTH

Procedure for lodging a Request to Amend Building Permit Application, to substitute a replacement builder.

A building permit is issued under the Building Regulations and is a legal document. A request to amend building permit (BA19) can be lodged with the relevant permit authority to change the nominated registered builder associated to the issued building permit. The approved plans and other documents associated to the approved permit need to be date stamped and form part of the Request to amend building permit (BA19). To enable the request to amend building permit (BA19), stamped working drawings and documents need to be issued to the new builder. The request to amend building permit remains under the same permit number.

Step 1:

Refer to the Building Commission's Guidance Note for request to amend building permit (BA19):

A guide to the building approvals process in WA | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)

Obtain a copy of the BA19 Request to amend building permit application form:

Building approval forms | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)

NOTE: The Building Commission, which was under the umbrella of WA's Department of Commerce, have now been incorporated under WA's Department of Mines, Industry Regulation and Safety, and the above website may not remain a valid link. If you cannot access the necessary BA form(s), please contact Development Approvals on 08 9461 3366.

Step 2:

A BA19 Application is required from the owner (or a person acting as their agent) requesting that previous building permit be transferred to a new builder. To address any copyright concerns, the owner or builder will need to confirm that they have permission from the creator of the original permit documents for them to be reused for the change of builder. To facilitate this process and also to cover the administration costs involved, the owner may need to submit an application for an Archive Plan Search. A Specific Document Search may also be required if there are specific documents required for the application. Normal fees apply for Archive Plan Search and Specific Document Search.

Step 3:

The previous builder is to provide a Notice of Cessation in accordance with the Building Act (BA8). If the previous builder cannot be contacted or refuses to provide a BA8 then the City can accept a written statement from the land owner being the other party to the building contract. There is no requirement for the Permit Authority to collect an additional BCITF levy or Building Services Levy as part of the request to amend building permit process. Any refund of these payment is the responsibility of the relevant State agencies.

Step 4:

Depending on the extent of construction already undertaken, comprehensive certification from a practising engineer or other competent person, is required to be referenced on and provided with the BA8 and BA19, to cover any construction performed to date.

Step 5:

The applicant/owner is required to complete and lodge the Request to amend building permit (BA19) including an amended Housing Indemnity Insurance (if required). Minimum fee, to cover administration is $121.00 plus works bond.

Step 6:

The new builder will need to provide a new Construction Management Plan and pay the appropriate Works Bond (if required). The Works Bond can only be transferred over if the owner is named on the Works Bond Receipt as the payee of the bond.

Need more help?

If you have further questions, please contact the Development Approvals team on (08) 9461 3361 or building@cityofperth.wa.gov.au

perth.wa.gov.au

26-257-06-2026

Application Questionaire (includes E-Lodgement Applications)

This questionnaire needs to be included with each new BA19 application submitted to the City of Perth.

1 Is Home Indemnity Insurance required for the works being applied for? (please circle 1) If you answered yes, provide a copy of the new policy. Yes No

2 Have you received a BA8 – Notice of Cessation from the previous builder? Yes No

If you answered YES, skip next question.

If you answered NO, provide details below.

3 Details of any work that has been undertaken by the previous builder (if not detailed on the BA8):

_____

_____

_____

Details of the work the new builder will be responsible for (if not detailed on the BA19):

5 Value of work completed: $

6 Value of work yet to be undertaken: $

7 Was a works bond paid against the previous permit? Yes No

If no, skip next question.

8 If yes, who paid the works bond?

NOTE: If the previous builder paid, they will be refunded the bond paid.

9 Is there a new Construction Management Plan (CMP) ? Yes No

If YES, please provide ….

_____

_____

If NO, the previous CMP will be adopted.

Application Submission Checklist (includes E-Lodgement Applications)

Please note that the checklist below is not a requirement in accordance with the Building Act 2011. However, this checklist is intended to bring awareness to Section 18 Subsection (2) of the Building Act 2011, which states that the permit authority may refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.

Requirements		Yes	No
Completed BA19 request to amend building permit application form including the following:			
a)	Current BA19 form;		
b)	Correct land address (section 1 to be completed);		
c)	Correct land owners name (BA1, page 3, section 3); commerce.wa.gov.au/building-commission/building-approval-forms-0 – land owner's legal authorisation form – building (for any person(s) signing on behalf of a company or acting as property manager, attorney or strata manager);		
d)	New registered building "contractor" (for works exceeding $20,000), must include current registration number & signature. (Section 4); and		
e)	Proposed changes to building work (if applicable)		
Provide 1 of the following:			
a)	Certificate of design compliance; or		
b)	Specific document search application.		
Provide 1 of the following:			
a)	2 x hard copies of plans (not applicable for e-lodgement); or		
b)	Archive plan search application (with written land owner's consent).		
Provide 1 of the following:			
a)	Notice of cessation (completed by the previous builder); or		
b)	Written statement from the land owner (being the other party to the building contract).		

Requirements	Yes	No
Additional information/documentation required:		
Digital PDF copy of all plans & documents (either supplied with a hard copy application or up-loaded online as part of your E-lodgement application). It is suggested having individual folders/documents for each of the below: • Architectural plans • Structural plans • Hydraulic plans • Mechanical plans • Electrical plans • Fire services plans • Specifications • Technical documents • Documents associated to clearing planning conditions The City is aware that all of the above do not apply to all applications. This is a guideline only. Providing an electronic copy is not a statutory requirement under the Building Act 2011, if you do not provide one, it will not hold up your application.		
BCITF for additional works exceeding $100,000 (BCITF form must be made out by the Registered Builder).		
Payment received (if there are no changes to the building work, then the fee is the min. $121.00 – With changes to the building work, the fees are based on the adjustment of the estimated value of works)		
Applicant questionaire		

Applicant name/company: _____

Applicant signature: _____

NOTE: If the application is deemed to be incomplete the application will be lodged as a further information request, an email will be sent to the applicant requesting the required information, and the statutory timeframes will not apply until a complete application has been received.