

Unauthorised Building Work

Residential Structures



May 2018

Retrospective Approval

A property owner can submit an application for a Building Approval Certificate (BAC) to obtain retrospective approval for an unauthorised structure/s.

However, it should be noted that under section 54 of the Building Act 2011, a BAC application must be accompanied by the following documentation;

- ✓ A Certificate of Building Compliance (BA18) issued by a registered private building surveyor
- ✓ A completed Building Approval Certificate application form (BA13) signed by each owner of the subject property
- ✓ A copy of each technical certificate that the building surveyor has relied on to issue the certificate of building compliance (these are listed on the CBC)
- ✓ A copy of scaled drawings of the unauthorised structure/s
- ✓ A site plan (min scale 1:200) clearly showing lot dimensions, location of all existing structures on the lot, and setback distances of the unauthorised structure/s from the lot boundaries;
- ✓ A floor plan (min scale 1:100) with all areas / room clearly indicated and dimensions shown (if applicable);
- ✓ Cross –sectional and elevation details (min scale 1:100) clearly showing footing dimensions and connection details (where applicable).
- ✓ The prescribed application fee and associated State levies.

NOTE: Certification by a practicing structural engineer may be required.

Please be aware that if retrospective planning approval is required, you must obtain this prior to lodging an application for a Building Approval Certificate

For further information please contact Building Services on 9780 5228.

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