



## INFORMATION ABOUT CHECKLISTS

The Shire of Northam in accordance with the *Building Act 2011*, has introduced checklists for building applications submitted to our Shire.

Checklists are provided for both Certified and Uncertified applications and for all classes of building works.

Checklists help ensure your building application contains all the required information.

Checklists are available on the Shire of Northam website at [www.northam.wa.gov.au](http://www.northam.wa.gov.au) and from our offices at 395 Fitzgerald Street, Northam.

The applicant is required to complete and sign the relevant checklist and submit it with the building application. An incomplete application will require a request for further information therefore a complete application is more likely to have a building permit issued within a shorter timeframe.

**If your application is not complete as required by the relevant checklist, it may be returned without assessment.**