GOVERNMENT OF WESTERN AUSTRALIA

Department of **Local Government, Industry Regulation and Safety**



Before you Buy — Checklist ✓

Know your responsibilities before you buy

Use this checklist to help protect your investment and understand the approvals, licences, contracts and responsibilities involved in purchasing and installing a modular building in Western Australia.

Before purchasing a modular building, make sure you:

- ◯ Contact your local government authority to find out whether planning approval is required and whether a registered builder must be engaged.
- ◯ Decide whether to purchase through a registered builder or buy directly from a supplier and arrange transport and installation yourself.
- ◯ Confirm what permits, approvals and inspections may be required for your project.
- ◯ Obtain at least three written quotes before committing to any work. Remember that some providers may charge a fee to prepare a quote.
- ◯ Read and understand your contract before signing. Consider obtaining independent legal advice if you are unsure about any terms or conditions.
- ◯ Agree upfront on project milestones, the payment schedule and deposit arrangements.
- ◯ If acting as an owner-builder, make sure any tradespeople you engage have the appropriate qualifications and licences.
- ◯ Check that builders, electricians, plumbers and gas fitters hold the required licences using the LGIRS licence register.
- ◯ Obtain any required building permits from your local government authority before work begins.
- ◯ If purchasing through a registered builder, discuss what insurance and consumer protections may apply to your project.
- ◯ Seek written confirmation from suppliers regarding their compliance with relevant building, safety and regulatory requirements.