

What is an occupancy permit?

For all buildings (Class 2-9) except single dwellings and sheds, pools etc (Class 1 and 10), that were completed after 2 April 2012, the Building Act 2011 makes it an offence to occupy the building without an appropriate occupancy permit.

An occupancy permit covers a number of different situations:

- To occupy a completed new building or a new part of an existing building
- To occupy an incomplete building or part of a building on a temporary basis
- To modify a current Occupancy Permit for additional use of a building on a temporary basis
- To occupy a building or part of a building that has undergone a permanent change of use or classification
- To authorise & occupy an unauthorised building or an unauthorised part of a building
- To authorise a building with an existing approval with a new or replacement occupancy permit

Certificates of compliance

To gain an occupancy permit, a certificate of compliance needs to be completed to show the building is safe to occupy. The certificate needs to be signed by a suitably qualified registered building surveyor and issued by a registered building surveying contractor (or local government).

Certificate of construction compliance (CCC) – BA17

This certificate is only used for completed new buildings or for incomplete new buildings (as a temporary measure until the building is complete). It confirms that the building has been constructed in accordance with the relevant building permit and certificate of design compliance (and building standards).

Certificate of building compliance (CBC) – BA18

This certificate is used in all other cases where an occupancy permit can be used.

How to lodge an occupancy permit application?

To gain an occupancy permit, a BA9 form must be completed and submitted along with a certificate of compliance (either a BA17 or BA18) signed by a registered building surveyor.

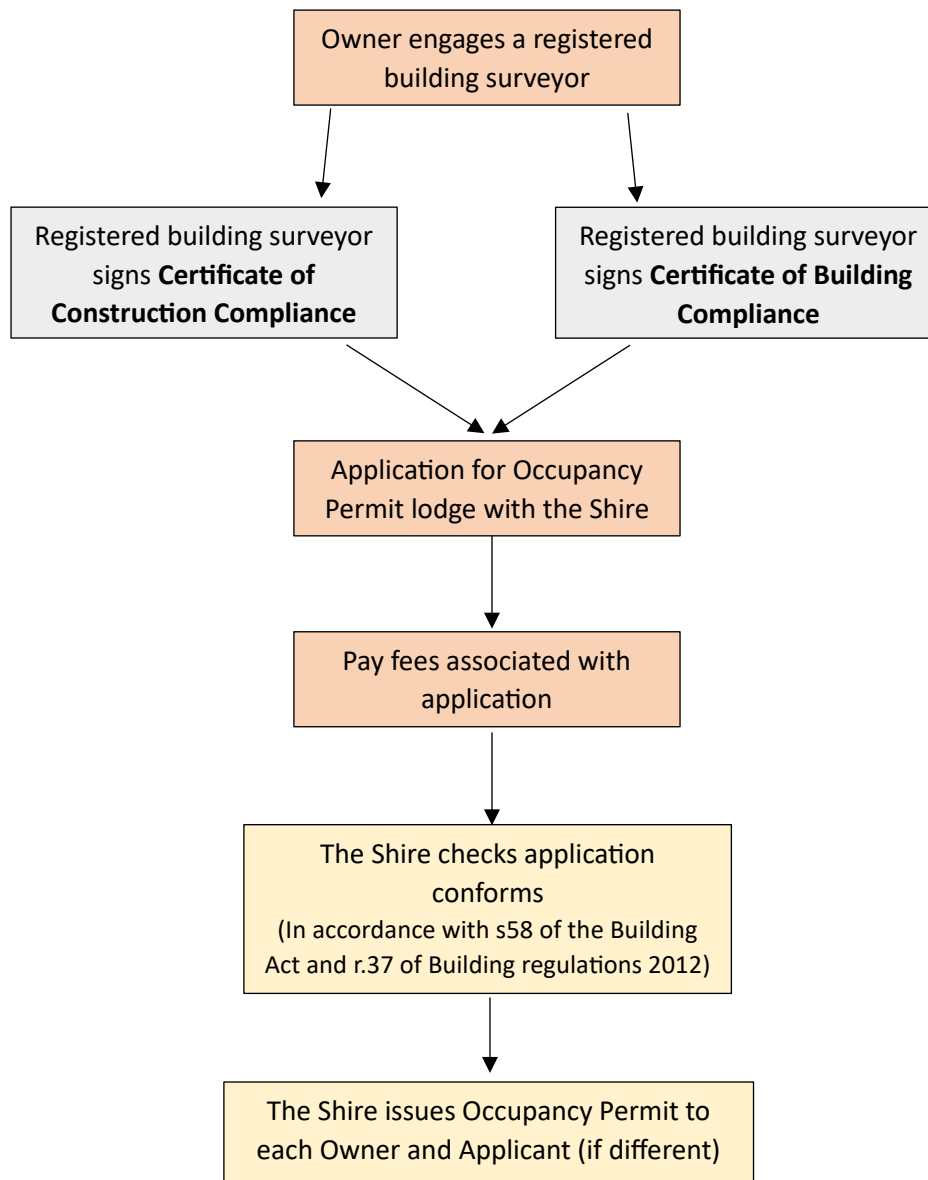
These forms can be found on the Shire's website (www.coolgardie.wa.gov.au) under:
Development > Building > Applications / > Certificates

You can submit your application by:

- Email - via mail@coolgardie.wa.gov.au. Please include the address in the subject line.
- In-Person – at the Customer service Counters at
 - Kambalda Recreation Centre – Barnes Drive, Kambalda West
 - Coolgardie Recreation Centre – Sylvester St, Coolgardie

Occupancy permit application process

Only required for Class 2-9 Buildings



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For further information contact **Development Services** on **(08) 9080 2111**.