

Occupancy Permit Application Checklist

Tick	Item	Explanation
<input type="checkbox"/>	Certificate of Construction Compliance (BA17) or Certificate of Building Compliance (BA18)	<p>A CCC is needed for an occupancy permit for a NEW completed or incomplete building.</p> <p>A CBC is needed for an occupancy permit for:</p> <ul style="list-style-type: none"> • Additional use of a building on a temporary basis; • Permanent change of the building's use/classification; • Authorising unauthorized building work; • An occupancy permits for strata. <p>A standard form must be used, available from the Building Commission website or the Shire's website. It must be signed by a registered building surveyor and issued by a registered building surveying contractor.</p>
<input type="checkbox"/>	Copy of each technical document used by the building surveyor in the Certificate of Construction Compliance (if any)	If the building surveyor has relied on technical documents to ensure compliance to the building code, they must be attached to the application.
<input type="checkbox"/>	All prescribed authorities have been obtained	<p>This is the full list that appears in the Building Regulations 2012, r.37. They are ONLY for applications that need a Certificate of Building Compliance, as stated above.</p> <ul style="list-style-type: none"> • An approval required under the Health Act 1911 section 107(2)(a)or(b); • An approval required under the Planning and Development Act 2005; • An approval required under the Health (Aquatic Facilities) Regulations 2007, Part 2 Division 1; • An approval required under the Local Government (Uniform Local provisions) regulations 1996, regulation 12(2).
<input type="checkbox"/>	Consent/court order for encroachments	If the building or part of the building or structure is placed into, onto or over land beyond the boundaries of the work area the standard Building Commission consent form (BA20) or court order must accompany the certificate of building/construction compliance.
<input type="checkbox"/>	Payment of fees	Payment of fees associated with the application is required before the application can be processed. The Shire will issue an invoice to the applicant outlining the fees.

This information sheet is intended as a guide only. The Shire disclaims any liability for any damages sustained by a person acting on the basis of this information.

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