

OCCUPANCY PERMIT Checklist & Requirements



1 Bold Park
Drive Floreat
WA 6014
Telephone: 9347 6000

ALL FORMS, FEES AND INFORMATION LISTED BELOW MUST BE PROVIDED AT LODGEMENT OF PERMIT APPLICATION.

ALL FEES TO BE PAID AT TIME OF LODGEMENT (Non-compliance will result in the application not being accepted)

App	Office	Occupancy Permit Application - (BA9)
<input type="checkbox"/>	<input type="checkbox"/>	Completed BA9 Application Form (all elements to be completed) <ul style="list-style-type: none"> • Unauthorised work • Completed new building • Additional temporary use of a building • Incomplete new building • A permanent change of building use or classification • Replacement of existing occupancy permit or certificate of classification
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Letter of Planning Approval (where required)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Construction Compliance (BA17 - New Buildings - Including new building work to existing building); OR
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Building Compliance (BA18 - Existing Buildings - No new work)
<input type="checkbox"/>	<input type="checkbox"/>	All Documents - (referenced on the BA18 Certificate of Building Compliance)
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Completion (BA7 Form)
<input type="checkbox"/>	<input type="checkbox"/>	Notice and Request for Consent to Encroach or Adversely Affect (BA20 - where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Court Order (must be obtained where adjoining neighbours/ consent has not been given to work or affects their land - where applicable)

PLEASE NOTE:

- Application form must have all signatures
- Company owned properties require authorised signatory proof (e.g. Company Deeds or Bank documentation)
- Copy of an offer and acceptance form signed by all vendors and purchases of the land/ company may be accepted

APPLICATION DETAILS

Application Number:	Contract Value of Construction (incl GST): \$
Property Address:	

Occupancy Permit (see below) - (minimum charge \$110.00) Occupancy Permit - Completed Building (Class 2-9 - s46) Occupancy Permit - Temporary Occupancy Permit for Incomplete Building (Class 2-9 - s47) Modification of Occupancy Permit for additional use on a temporary basis (s48) Replacement Occupancy Permit for a permanent change of building use (s49) Occupancy Permit for registration of strata scheme, plan of re-subdivision (s50(1) and (2)) - The fee is \$11.60 for each strata unit covered by the application, but not less than \$115.00 Occupancy Permit - Unauthorised work has been done (s51 (2)) Replacement Occupancy Permit - Existing Building (s52 (1)) (Minimum charge \$110.00) x 0.18% of estimated value Extension of Occupancy Permit expiration date (s65 (3) (a)) OR Occupancy Permit - Unauthorised Work (Class 2-9 - s51 (3)) (minimum charge \$110.00) x 1.18% of Estimated Value of Works	\$
Building Services Levy (minimum charge \$61.65) Over \$45,000 incl GST x 0.137%	\$
Occupancy Permit - unauthorised Work (Class 2-9 -s51) (minimum charge \$61.65) x 0.274% of Estimated Value of Works	\$
TOTAL FEES PAID	\$

OFFICE USE ONLY

Receipt Number:	Accepting Officer:
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