Town of Cambridge

ALL FORMS AND INFORMATION LISTED BELOW MUST BE PROVIDED AT LODGEMENT OF PERMT APPLICATION.

Item	Check	Occupancy Permit Application - (BA9)
1	☐	**Completed BA9 Application Form** (all elements to be completed) • 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
2	☐	**Copy of Letter of Planning Approval** (where required)
3	☐	**Certificate of Construction Compliance** (BA17 - **New Buildings** - Including new building work to existing building); **OR**
4	☐	**Certificate of Building Compliance (**BA18 **- Existing Buildings -** No new work)
5	☐	**All Documents** - (referenced on the BA18 **Certificate of Building Compliance**)
6	☐	**Notice of Completion** (BA7 Form)
7	☐	**Notice and Request for Consent to Encroach or Adversely Affect** (BA20 - where applicable)
8	☐	**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 purchasers of the land/ company may be accepted
- When the application has been submitted, a preliminary assessment will be completed and you will be contacted via email for confirmation of relevant fees.
- The Building Fees Schedule can be found on the Town's website here
- Assessment of the application will not commence until all fees have been paid