This Checklist is to assist applicants to prepare a complete occupancy permit application. Please note further information and/or modifications may still be requested by the Shire’s Building Surveyor.

Applications can be lodged via:

* Email at [building@ashburton.wa.gov.au](mailto:building@ashburton.wa.gov.au); or
* In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENTATION** | | **PROVIDED** | | |
| **YES** | **NO** | **N/A** |
| 1 | BA13 – Application for Building approval Certificate   * Ensure all sections been completed and signed by the relevant person/s * Ensure work is Class 1 & 10 |  |  |  |
| 2 | BA18 – Certificate of Building Compliance (CBC)   * Completed by a registered building surveyor |  |  |  |
| 3 | Supporting Plans and Documents (Must be listed on the BA18 and reference the correct plan/sheet/revision numbers)   * Plan (ensure Site Plan is to scale and details where the structure will be located including dimensions and distances from any surrounding structures); * Specifications; * Technical documents and * Structural Engineers Drawings. |  |  |  |
| 4 | Construction Training Fund Levy (CTF) form   * Only required if the *Estimated Value of Works* exceeds $20,000 * Visit [ctf.wa.gov.au](https://ctf.wa.gov.au/) to pay online or contact the Shire for an Electronic copy of the form |  |  |  |