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; or
* In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

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| --- | --- |
| **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
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