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

|  |  |
| --- | --- |
| **DOCUMENTATION** | **PROVIDED** |
|  | **YES** | **NO** | **N/A** |
| 1 | Building Permit provided by the Shire *(not applicable for Section 51 - Unauthorised Works)* **BA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |[ ] [ ] [ ]
| 2 | BA9 – Application for Occupancy Permit * Ensure all sections have been completed and signed by the relevant person/s
* Ensure work is Class 2 to 9
 |[ ] [ ] [ ]
| 3 | BA17 – Certificate of Construction Compliance (CCC) * Required for New Buildings (s.46 & s.47)
* Completed by a registered building surveyor

OrBA18 – Certificate of Building Compliance (CBC)* Required for Existing Buildings (s.48, s.49, s.51 & s.52)
* Completed by a registered building surveyor
 | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |
| 4 | Supporting Plans and Documents (Must be listed on the BA17/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.
 |[ ] [ ] [ ]
| 5 | BA7 – Notice of Completion *(not applicable for Section 51 - Unauthorised Works)** List & include copies of all completed tests & inspections
* Ensure all sections have been completed and signed by the builder
 |  |  |  |
| 6 | 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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