

### CHECKLIST FOR BA11 OCCUPANCY PERMIT-STRATA APPLICATION

	<b>Information Requirements</b>	<b>Applicant Use</b>	<b>Office Use</b>
1	Completed BA11 application for occupancy permit-strata (only for commercial, industrial and public buildings)		
2	Completed BA11 application for occupancy permit-strata form signed by all owners of the land/property or  A copy of an offer and acceptance form signed by all vendors and purchasers of the land/company		
3	BA18 – Certificate of building compliance, signed by private building surveying contractor and one set of all technical documents refer to in that certificate of building compliance.		
4	BA20- Notice and request for consent to encroach or adversely affected (where applicable) or  Consent or court order for work encroaching on other land or adversely affecting other land (where applicable)		
5	Two copies of a strata plan produced and signed by licensed land surveyor		
6	Form 5 produced and signed by licensed land surveyor		
7	Completed construction training fund levy form where applicable		
8	Application for occupancy permit-strata for registration of strata scheme, plan of re-subdivision-commercial, industrial & public buildings  Please refer to Building Fees and Charges		
9	All prescribed authorities have been obtained for applications that need a certificate of building compliance :  <ul style="list-style-type: none"> <li>• Approved development application (where required under the Planning and Development Act)</li> </ul>		
10	A form 26 certificate of grant of approval by Western Australia Planning Commission approval is required for :  <ul style="list-style-type: none"> <li>• All commercial and industrial (classes 2 to 9) developments</li> <li>• In cases where a vacant strata lot is to be created</li> </ul>		

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**Applicant Signature**

**Print Name**

**Date**

The above information is required to enable an initial assessment of the application only. The City may make further request for additional supporting information to facilitate the assessment process.

Note: It is recommended that the BA7 notice of completion signed by the builder should be submitted with the application.

Enquiries may be made to the City's staff on 9205 8555 or at the City's offices during office hours, Monday-Friday.

Further information may be available on the **City's website**: [www.Stirling.wa.gov.au](http://www.Stirling.wa.gov.au), or the **Building Commission Website**: [www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au)

**DISCLAIMER**

This publication is intended to provide general information only. Verification with the original Building Act 2011, Building Regulations 2012 and associated legislation is recommended for detailed references