

Occupancy Permit Application Checklist

For BA9 Occupancy Permit Applications Submitted to the City of Stirling

This checklist is to assist applicants with preparing a complete application for an Occupancy Permit. Lodgement of a completed application helps to avoid any unnecessary delays in the processing of the application.

BA9 Application Submission Checklist

Documents	Yes	N/A
CURRENT BA9 APPLICATION FORM COMPLETED & SIGNED		
ENSURE THE FOLLOWING INFORMATION IS PROVIDED		
A. Correct Land Address (Section 1 to include street number, lot number, street name, suburb, state, postcode)		
B. Is this application associated with a Strata under the Strata Titles Act 1985? (Section 1: If yes, The Strata Plan Number must be provided)		
C. Purpose of Application (Section 2: Relevant box to be checked (refer below) and correct building permit number to be provided. Note, Section 52 applies to Strata applications) <ul style="list-style-type: none"> • occupying a completed new building or a new part of an existing building (s. 46); • occupying an incomplete building or part of a building on a temporary basis (s. 47); • modifying the current occupancy permit for additional use of a building on a temporary basis (s. 48); • occupying a building or part of a building that has undergone a permanent change of use or classification (s. 49); • authorising and occupying an unauthorised building or an unauthorised part of a building (s. 51); and • authorising a building with existing approval with a new or replacement occupancy permit (s. 52) – this demonstrates that an existing building complies with the relevant building standards and is safe to occupy. 		
D. Correct Landowners Name, Details, Signature and Date (Section 3, Page 2 of the BA9 Application. All landowners must be listed and sign) <ul style="list-style-type: none"> i. Note, evidence of authorisation is required for any person(s) signing on behalf of another company of another individual. 		
E. Applicant details to be provided, all correspondence relating to the application will be with the listed applicant – ensure all contact information is correct. (Section 4, Page 2)		

F. Statement by applicant to be completed (relevant box checked), signed and dated (Section 5, Page 3)		
ADDITIONAL INFORMATION REQUIRED		
<p>A. 1 x Hardcopy of the Certificate of Building Compliance (CBC) or Certificate of Construction Compliance (CCC) issued by a Registered Building Surveyor – Hardcopies not required for electronic lodgements.</p> <p>(Note: CCC required for S.46 & S.47, CBC required for S.48, S.49, S.51, S.52)</p>		
B. 1 x Hardcopy of all technical documents listed on the CCC or CBC – Hardcopies not required for electronic lodgements .		
C. Payment of the application fees, refer to the Lodge an Application tab of City of Stirling for fees and electronic lodgement options. Payment may be made via the City’s Credit Card Payment Form .		
D. Payment of the BCITF Levy, refer to the City of Stirling Fees, Charges and Payments for details on when BCITF is applicable. BCITF levy can be paid direct: https://ctf.wa.gov.au/ .		
<p>Hardcopy lodgements are accepted at the City of Stirling Main Administration Building located at 25 Cedric Street, Stirling. An application for an Occupancy Permit may also be submitted via email to Development@stirling.wa.gov.au. Refer to the Contact Us section of the City of Stirling Website for more information.</p>		