SHIRE OF HARVEY

A Breath of Fresh Air

OCCUPANCY PERMIT – BA9
Application Checklist

Please submit application along with this checklist to: shire@harvey.wa.gov.au

Required Information	Checklist
Application Form • Completed BA9 - Application for Occupancy Permit application form • All sections of the form must be completed. • All property owner/s must be named on the form and signed • The Applicant needs to sign the relevant sections	☐
Certificate of Construction Compliance (CCC) – BA17 • Required for New Buildings (s.46 & s.47) • Completed by a Registered Building Surveyor. Or	☐
Certificate of Building Compliance (CBC) – BA18 • Required for existing Buildings (s.48, S.49, s.51 and s.52) • Completed by a Registered Building Surveyor.	☐
Supporting Plans and Documentations (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 • Structural Engineers Drawings • Technical documents and • Structural Engineers Drawings.	☐
BA7 – Notice of Completion (not applicable for Section 51 – Unauthorised Works) • List and include copies of all completed tests and inspections • Ensure all sections have been completed and signed by the Builder	☐
BCITF Levy payment receipt: (Unauthorised Works) • This is required for all works with an estimated cost of construction above **$20,000** • Can be paid online at BCITF Levy - Construction Training Fund (ctf.wa.gov.au) please provide receipt with application when submitting	☐
Building Fees & Charges: • Please refer to: Shire of Harvey - Building Schedule of Fees and Charges	☐

Once a complete application has been received the applicant will receive a payment request.
Enquiries: Building Services (08) 9729 0380 or email at shire@harvey.wa.gov.au