



Development Approvals Occupancy Permit

An occupancy permit must be obtained from a permit authority before a Class 2-9 building can be occupied. It covers such scenarios as:

- Occupying a completed new building or a new part of an existing building;
- Occupying a building or part of a building that has undergone a change of use or classification;
- Authorising and occupying an unauthorised building or an unauthorised part of a building; and
- Occupying an incomplete building or part of a building on a temporary basis.

Are there exemptions?

Section 41 of the Building Act and regulation 43 of the Building Regulations set out when an occupancy permit is not required. Class 1 and Class 10 buildings do not require an occupancy permit. Part 5, Division 2 of the Building Act also contains exemptions for buildings incidental to certain processes and operations. Consult with the permit authority to determine whether an exemption applies.

An occupancy permit application must be accompanied by:

- A certificate of construction compliance (BA17) for new buildings (including new building work to existing buildings) or a certificate of building compliance (BA18) for existing buildings, signed by a building surveyor. Forms for BA17 & BA18 available from the Building Commission website;
- Evidence of the following authorities under written law as relevant to the building or incidental structure (r.37) –
 - a) An approval required under the Health Act 1911 section 107(2)(a) or (b);
 - b) An approval required under the Planning and Development Act 2005;
 - c) An approval required under the Health (Aquatic Facilities) Regulations 2007 Part 2 Division 1;
 - d) An approval required under the Local Government (Uniform Local Provisions) Regulations 1996 regulation 12(2).
- Evidence of consent(s) from each affected owner where work encroaches onto or adversely affects other land (if applicable); and
- Payment of the prescribed fee and levy (if applicable).

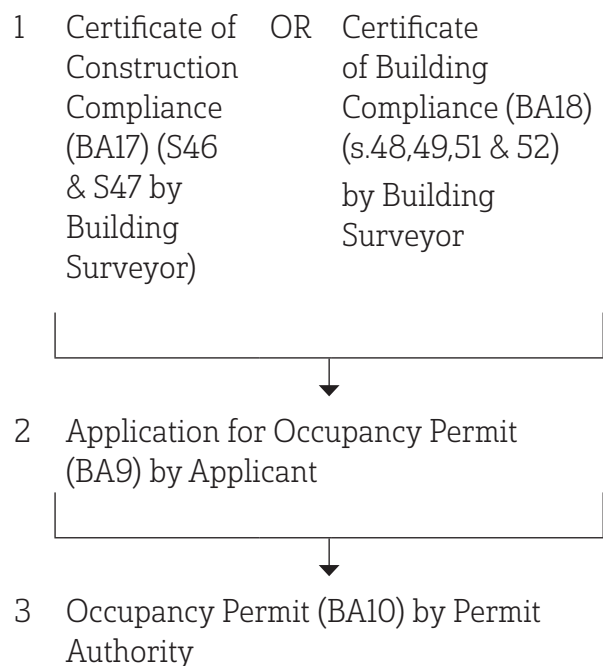
The permit authority may request additional information as required to determine the application.

Occupancy Permit (transitional)

Where an occupancy permit is required for building work associated with a 'building licence' that was issued prior to the Building Act, an occupancy permit (transitional) must be granted in accordance with s. 182A. There is no requirement for a certificate of construction compliance or certificate

of building compliance or any further fees for this type of application; however the permit authority will need to be satisfied that the building in its current state is suitable to be used in the way proposed in the application.

Process for applying for an Occupancy Permit



Which Occupancy Permit should I apply for?

To determine what type of Occupancy Permit is required please answer the following questions:

- 1 Is the Occupancy Permit application for a current Building Permit issued after the 1st April 2011, and there have been no unauthorised changes made to the original Building Permit as issued?
 Yes Select s46 or s47 (see "Description of Types of Occupancy Permits" below (1. (a) or (b))
 No Next
- 2 Would you like to modify a current Occupancy Permit for additional use of building on a temporary basis?
 Yes Select s48
 No Next
- 3 Do you have a Change of Use approval and no Building Permit was required?
 Yes Select s49
 No Next
- 4 Do you require an Occupancy Permit-Strata for the purposes of obtaining a strata title subdivision approval?
 Yes Input Strata Plan Number on BA9 Form.
 No Next
- 5 Do you have a current Building Permit and have undertaken works not included in the approval or
Have you undertaken building works without a Building Permit?
 Yes Select s51
 No Next
- 6 You would like a copy of the current Occupancy Permit and none of the above questions apply?
 Yes Select s52

If you are unsure of which Occupancy Permit type to select please contact Approval Services on (08) 9461 3366.

Description of types of Occupancy Permits

1. Section 46 & 47

- a) New building – complete (section 46 of the Building Act 2011)
A new building (including fit outs/ Alteration & Additions) that has been completed and a current Building Permit has been issued.

NOTE: An Occupancy Permit is not mandatory for fit out/alteration or addition works unless planning approval for a Change of Use was issued prior to the Building Permit or the works were not authorised prior to construction.

- b) New building – incomplete (section 47 of the Building Act 2011)
Partial Temporary Permit for new building, fit out or alteration and additions works that are incomplete and a current building permit has been issued.

2. Section 48

Additional use of the building on a temporary basis (section 48 of the Building Act 2011)

To modify the current Occupancy Permit for an existing building if

- a) The person proposes that in addition to the use authorised by the current Occupancy Permit, the building is to be used in another way; and
- b) The person proposes that the building would be used in the additional way for no longer than one year; and
- c) The additional use does not require building work of a kind for which a building permit is required.

3. Section 49

Permanent change of the building's classification (section 49 of the Building Act 2011)

Note: Only select s49 on the application form if planning approval for a Change of Use has been issued AND no Building Permit was required.

When a Change of Use approval has been issued and NO Building Permit is required.

- a) That the building is to be used, on a permanent basis, in a way that is different from the use authorised by the current Occupancy Permit;
- b) That the building's classification is to be different from that set out in the current Occupancy Permit.

4. Section 51

Unauthorised work (section 51 of the Building Act 2011)

- a) For unauthorised works where a building permit has not been sought
- b) Where a building permit has not been sought for changes to the original building permit.

5. Section 52

Replacement of existing Occupancy Permit or Certificate of Classification (section 52 of the Building Act 2011)

A person may apply for an occupancy permit to replace the current Occupancy Permit for a building, even if no change is proposed to the building's use or classification.

When is the Building Service Levy applicable on an Occupancy Permit application?

The Building Service Levy will be required to be paid on an Occupancy Permit UNLESS a Building Service Levy has already been previously paid in association with a Building Permit.

A building service levy is payable for a:

- s47 - New building – incompleting project
- s49 - Permanent change of the building's classification
- s52 - Replacement of existing Occupancy Permit or certificate of classification
- s51 - Unauthorised work

A building service levy **IS NOT** required for a:

- s46 - New building (including fit outs/ Alteration & Additions) – completed project
- s48 - Additional use of the building on a temporary basis

Building Service Levy fees are available on the Building Commission Website.

Applications forms for a BA9 Occupancy Permit can be downloaded from the Building Commission website:

www.buildingcommission.wa.gov.au/building-approvals/forms-guides



BA9 - APPLICANT SUBMISSION CHECKLIST

FOR BA8-OCCUPANCY PERMIT APPLICATIONS SUBMITTED TO THE CITY OF PERTH



Please note that the checklist below is not a requirement in accordance with the Building Act 2011. However, this checklist is intended to bring awareness to **Section 18 Subsection (2) of the Building Act 2011**, which states that **the permit authority may refuse to consider an application if the applicant does not comply with a requirement under subsection (1) within the specified time.**

REQUIREMENTS	YES	N/A	
CURRENT BA9 APPLICATION FORM COMPLETED & SIGNED INCLUDING THE BELOW DETAILS: available from https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0			
a) CORRECT LAND ADDRESS (Section 1, Page 1 of the BA9 form to be COMPLETED including lot number, street number, street name, suburb and postcode).			
b) PURPOSE OF WORKS (Section 2, Page 1 of the BA9 form) Refer to the Occupancy Permit Information Sheet available from https://www.perth.wa.gov.au/develop/planning-and-building-applications/building-permits-licenses-and-approvals			
c) CORRECT LAND OWNERS NAME, DETAILS AND SIGNATURE (Section 3, Page 2 of the BA9 form, No signature required for class 1 & 10 applications):			
➤ APPROPRIATE WRITTEN LEGAL AUTHORISATION Alternatively, complete the City's 'LAND OWNER'S WRITTEN LEGAL AUTHORISATION FORM' attached to the Information sheet found at: https://www.perth.wa.gov.au/develop/planning-and-building-applications/building-permits-licenses-and-approvals			
THIS IS COMPULSORY FOR ANY PERSON(S) SIGNING ON BEHALF OF ANOTHER COMPANY OR ANOTHER INDIVIDUAL FOR ALL CLASS 2-9 APPLICATIONS UNDER THE BUILDING ACT 2011 AND BUILDING REGULATIONS 2012.			
d) SECTION 6, PAGE 3 OF THE BA9 FORM (must be COMPLETED and signed by the applicant).			
ADDITIONAL INFORMATION REQUIRED	YES	N/A	
1 X HARD COPY OF ALL/ANY RELEVANT DOCUMENTS LISTED ON THE CCC OR CBC NOT APPLICABLE FOR E-LODGE			
DIGITAL PDF COPY OF ALL DOCUMENTS AND APPLICATION FORM(S) (either supplied with a hard copy application or up-loaded online as part of your e-lodgement application)			
PAYMENT OF THE BCITF LEVY - FOR UNAUTHORISED WORKS EXCEEDING \$20,000 Pay direct at: https://ctf.wa.gov.au/ CTF RECEIPT MUST BE PROVIDED WITH APPLICATION - NOT APPLICABLE FOR ANY PAYMENT OF LEVY MADE THROUGH THE CITY OF PERTH			
PAYMENT OF THE UP-FRONT APPLICATION FEES (INCLUDING BCITF LEVY WHERE APPLICABLE) TO THE CITY OF PERTH refer to: http://www.commerce.wa.gov.au/building-and-energy/building-act-fees-0 and: http://www.commerce.wa.gov.au/building-and-energy/building-services-levy			
ONE OF THE BELOW CERTIFICATES <u>MUST</u> BE SUPPLIED WITH YOUR OCCUPANCY PERMIT APPLICATION			
BA17 - CERTIFICATE OF CONSTRUCTION COMPLIANCE (issued by a Registered Building Surveyor) THIS IS APPLICABLE TO SECTION 46 & SECTION 47 ONLY.			
OR			
BA18 - CERTIFICATE OF BUILDING COMPLIANCE (issued by a Registered Building Surveyor) THIS IS APPLICABLE TO SECTIONS 48, 49, 51 & 52 ONLY.			
Is this application related to any applications/permits/approvals? (circle one)	YES	NO	UNKNOWN
If yes, provide details/application numbers:			
Does this Occupancy Permit application apply to the whole building or only part of the building? (circle one)	WHOLE		PART
If part occupancy, please provide a description or drawing of the applicable area of the building:			

NOTE: If the application is deemed to be incomplete, an email will be sent to the applicant requesting the required information, and the **STATUTORY TIMEFRAMES WILL NOT APPLY UNTIL A COMPLETE APPLICATION HAS BEEN RECEIVED.**

LAND OWNER'S WRITTEN LEGAL AUTHORISATION

This form is to be used in place of supplying a letter, power of attorney, property management agreement, etc. to assist with meeting the Land Owner's written legal authorisation requirement under the Building Act 2011 for all building applications submitted to the City of Perth (*class 1 and 10 applications do not require the Land Owner's signature or written legal authorisation*).

I (Full Name)

am (Position)

of (Company/Trust)

as:

(please select only 1 of the following options):

For (Land Owner's Name/Strata Plan Number):

Land Owner

Property Manager For:

Attorney For:

Strata Manager For

at (address of development)

am duly authorised to sign application forms, pursuant to the Building Act 2011, for and on behalf of the Land Owner stated above.

(Full Name)

(Position)

(E-mail)

Date

Signature:

****NOTE: All relevant application forms MUST be signed by the person signing above.**