



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 MUST BE SUPPLIED WITH YOUR OCCUPANCY PERMIT APPLICATION

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|---|--|--|
| 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. | | |

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|--|-------|------|---------|
| 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.**