



This checklist is to assist applicants to prepare a complete occupancy permit application. A complete application, where all necessary information has been provided in accordance with this checklist, will enable the Town to avoid unnecessary delays in the processing of your application. Please note further information and/or modifications may be requested by the Town after a full assessment has been undertaken. Applications can be lodged in the following ways:

- By email at ePlanning@porthedland.wa.gov.au
- Posted to PO Box 41, Port Hedland WA 6721
- In person at the Civic Centre on McGregor Street, Port Hedland

For further information, please contact the Town on 08 9158 9300 or at the Civic Centre, 13 McGregor Street Port Hedland

DOCUMENTATION		APPLICANT PROVIDED	ACCEPTING OFFICER
1	Have relevant conditions of Development Approval been cleared	<input type="checkbox"/>	<input type="checkbox"/>
2	BA9 Form - Application for Occupancy Permit - <i>completed in full</i> <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? – see Information Sheet Landowner Consent Guidelines 	<input type="checkbox"/>	<input type="checkbox"/>
TECHNICAL DOCUMENTS			
3	BA17 Form – Certificate of Construction Compliance Completed and signed by a registered Building Surveyor	<input type="checkbox"/>	<input type="checkbox"/>
4	Plans and technical documents relied upon by the Building Surveyor – as specified on the completed CCC	<input type="checkbox"/>	<input type="checkbox"/>
5	BA7 Form - Notice of Completion - including copies of all completed tests and inspections <ul style="list-style-type: none"> • Has the date of completion been entered • Has the responsible builder signed the Notice • Have all completed tests and inspections been listed 	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Accepting Officer Declaration

I verify the above information has been checked and the application can be accepted for assessment

Accepting Officer

Date

Application Number

Application Fee

Checklist to accompany an Application for Uncertified Building Permit
Dwellings and Habitable Additions and Alterations – Class 1a

BA2