



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		N/A	APPLICANT PROVIDED	ACCEPTING OFFICER
1	Has Development Approval been obtained (where applicable)? Ref No. ____/____ Have relevant conditions of approval been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BA9 Form - Application for Occupancy Permit - completed in full <ul style="list-style-type: none"> • Have you obtained the consent of all property owners? – see Information Sheet Landowner Consent Guidelines • Has the contract price/value of the building been stated? – see Information Sheet Estimating the Value of Building Work 		<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Training Fund Levy (CTF) Form Required only where the value of building work exceeds \$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Where proposed building work will encroach on or adversely affect other land evidence that all consents or court orders have been obtained (Form BA20) and/or statement on application form has been filled out and signed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND TECHNICAL DOCUMENTS				
5	BA18 – Certificate of Building Compliance Completed and signed by a registered Building Surveyor		<input type="checkbox"/>	<input type="checkbox"/>
6	Plans and documents relied upon by the Building Surveyor – as specified on the completed CBC		<input type="checkbox"/>	<input type="checkbox"/>
7	Floor Area - _____m ² Estimated Date of Completion - ____/____/____ Builder (if known) - _____		<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

BCITF Levy

Building Services Levy

Total