

## Occupancy Building Application Checklist

Lot House No Street	
Suburb Postcode	
Note: Planning Approval may be required for the proposed works prior to the submission of a Building Permit Application. Please contact our Planning department to discuss these options prior to lodgement.	
Please tick all relevant boxes to acknowledge submission of documentation	
Lodgement Method	Office use only
<ul> <li>□ Email lodgement Via mail@coolgardie.wa.gov.au</li> <li>□ By Post via PO BOX 138, Kambalda WA 6442 - 1x Hard Copy of all documents submitted</li> <li>□ In person Kambalda Recreation Centre 7 Irish Mulga Drive Kambalda or Coolgardie Recreation Centre 69 Sylvester Street Coolgardie 6429 1x Hard Copy of all documents submitted</li> </ul>	
All applications via email & post must contain completed checklist with all relevant documents (listed in pdf format for email correspondence). Any application that is submitted incomplete will require further correspondence and may delay the approval process. Printing fees may apply to some applications	
Information Required	
Application Form  Completed & signed BA9 Application form. Full contact details including an email address must be listed for Applicant, Owner(s) and Builder for issuing of permit via electronic communication. (if not supplied and hard copy is required fees may apply).	0
Documents  ☐ Notice of Completion	_
<ul> <li>□ Completed Certificate of construction compliance - CCC (BA17)</li> <li>□ Copy of each technical document listed in the CCC</li> </ul>	8
<ul> <li>□ Certificate of Building Compliance – CBC (BA18) if applicable</li> <li>□ Documentation of prescribed authorities approval as listed in CBC – if applicable</li> <li>□ Consent for encroachments if structure is placed beyond boundaries</li> </ul>	
Acknowledgments  I have read through the Building Commission website and familiarised myself with the rules and regulations regarding Occupancy permits	_

Meeting this checklist does not guarantee Building Approval, and is intended as a guide only in our application.

## **Declaration by Applicant**

with th regards	read, and understood the checklist and le aims and provisions of the guide. It is to my application and failure to provid in a delay with the processing of my ap	understand that further inforn e all information required by th	nation may be required in ne building department will		
	I acknowledge that all correspondent approved plans will be issued to me owner and Builder (if not applicant) permit via electronic communication.	through my nominated email a	address and will advise the		
	<u>OR</u>				
	I do not wish to receive correspond communication and accept the fees send all correspondence and Buildin mean a delay in the processing time of	and charges applied by the Cit g permit via post. I acknowled	ty of Kalgoorlie Boulder to		
Applica	ant Name		·		
Applicants Signature			Date:		
Office L	Use Only				
Officer	Signature	Date:	A		
СОММ	ENTS:				
		_			
	•	-			