



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

- Email lodgement Via mail@coolgardie.wa.gov.au
- By Post via PO BOX 138, Kambalda WA 6442 - **1x Hard Copy of all documents submitted**
- 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**



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).*



Documents

- Notice of Completion
- Completed Certificate of construction compliance - CCC (BA17)
- Copy of each technical document listed in the CCC
- Certificate of Building Compliance – CBC (BA18) *if applicable*
- Documentation of prescribed authorities approval as listed in CBC – *if applicable*
- Consent for encroachments if structure is placed beyond boundaries



Acknowledgments

- I have read through the Building Commission website and familiarised myself with the rules and regulations regarding Occupancy permits



