



Occupancy Application – New Building / Change of Use and/or Class

An Occupancy Permit must be obtained for Class 2 to Class 9 Buildings before occupying a completed new building or occupying a building or part of a building that has undergone a permanent change of use or building classification or any additions to an existing building.

A temporary Occupancy Permit to occupy a partially completed building can be obtained if necessary.

An occupancy permit will also provide legal recourse from insurance companies in the event of an incident or accident within the building.

Do I Need an Occupancy Permit?

New Building

An occupancy permit must be obtained before a building can be occupied authorising. Occupancy Permits proves the building meets current standards under the National Construction Code (NCC) to ensure the public, staff and owners/occupiers will be safe on the premise. A Certificate of Construction Compliance (BA17) for new buildings signed by a registered building surveyor (including new building work to existing buildings) plus a BA9 (Occupancy Permit) is required to be submitted.

Change of Use/Classification

Depending on the proposed use, it could potentially change the building classification under the Building Code of Australia (BCA). If there is a change in the building classification, you would need to apply for an Occupancy Permit which requires a Certificate proving the building meets current standards under the National Construction Code (NCC).

If the proposed use is similar to the current use, an Occupancy Permit may not be required. Please contact the City's Building Services Team on 9273 6000 to enquire whether a proposed change of use requires an Occupancy Permit.

Refer to the Building Code of Australia (BCA) for full description of each classification – [here](#)

Certificate of Building Compliance (BA18) for existing buildings, signed by a registered building surveyor plus a BA9 (Occupancy Permit) is required to be submitted.

Temporary Occupancy Permit

For temporary occupation of an incomplete building, the BA9 form must be submitted to the city with a Certificate of Construction Compliance (Form BA17) and associated documents, certificates, etc. A temporary occupancy permit allows use of an incomplete building or part of a building on a temporary basis under section 47 of the *Building Act 2011*.

Strata

If you wish to lodge a strata plan for registration or subdivide a lot in a strata scheme under the *Strata Titles Act 1985*, an Occupancy Permit is required via a BA9 application.

Registered Building Surveyor

A registered Building Surveyor is required to assess the existing/new building and the requirements under the National Construction Code (NCC). A registered Building Surveyor is required to certify (complete BA18 (old building) or BA17 (new building)). You can find a list of private registered Building Surveyors [here](#).

CHECKLIST – Click on wording in green to go to the detail of information to submit (listed below)



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application –	Always	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> BA9 (Occupancy Permit) – for both Change of Use/Class AND NEW Building AND BA18 for Change of Use/Class OR BA17 for NEW Building 	2 forms to be submitted BA9 – By Owner always BA18 – by Registered Building Surveyor for Change of Use/Class BA17 – by Registered Building Surveyor for NEW Buildings	<input type="checkbox"/> <input type="checkbox"/>
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed \$20,000 Link to CTF levies - here	<input type="checkbox"/> <input type="checkbox"/>
Owner-Builder Approval / Certificate (if applicable) Owner-Builder Approval / Certificate from the Building Services Board (Department of Local Government, Industry Regulation and Safety)	if works exceed \$20,000	<input type="checkbox"/> <input type="checkbox"/>
Certificate of Title and/or Diagram of Survey	Preferrable	<input type="checkbox"/> <input type="checkbox"/>
Building Permit Application - Fee Building Permit Application Fee plus associated State levies Refer to the Building Application Fee Schedule	Always	<input type="checkbox"/> <input type="checkbox"/>
Planning Approval Planning Approval or Written Advice issued by the City of Vincent’s Statutory Planning Services DA No -	If Applicable	<input type="checkbox"/> <input type="checkbox"/>
Health Approval	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Architectural Plans / Drawings	Always	<input type="checkbox"/> <input type="checkbox"/>
Site Plan (minimum scale 1:200)	Always	<input type="checkbox"/> <input type="checkbox"/>
Floor Plan (minimum scale 1:100)	Always	<input type="checkbox"/> <input type="checkbox"/>
Elevations (minimum scale 1:100)	Always	<input type="checkbox"/> <input type="checkbox"/>
Cross Sectional View (minimum scale 1:50)	Always	<input type="checkbox"/> <input type="checkbox"/>
Specifications	Always	<input type="checkbox"/> <input type="checkbox"/>
Energy Efficiency Documentation	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Termite Management Certificate Details of Termite Management (eg. chemical and physical barriers)	Always	<input type="checkbox"/> <input type="checkbox"/>
Structural Engineers Plans and Details	Always	<input type="checkbox"/> <input type="checkbox"/>
Error! Reference source not found.	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Bushfire Attack Level Assessment	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Plumbing Certification	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Electrical Certification	If applicable	<input type="checkbox"/> <input type="checkbox"/>

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - mail@vincent.wa.gov.au (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902



How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit.

The applicable timeframe depends on whether the building application is Uncertified or Certified. An Occupancy Permit is a Certified application and assessed within 10 days from lodgement.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

After Approval

A copy or details of the occupancy permit must be displayed at or near the principal entrance to the building so that it is clearly visible to occupiers and other people using the building.

Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA9 (Occupancy Permit) – for both Change of Use/Class AND NEW Building

- BA9 to be **signed** by, each owner of the land, unless exempt or provide written authorisation
- BA9 indicate estimated value of building work (including GST)
- BA9 application can be downloaded from the [LGIRS](#) website

BA17 for NEW Building

- Registered Builder's Building Surveyor Details – Registered Surveyor must provide their **registration number**
- Builder's Building Surveyor – Registered Builder Surveyor must **sign** the BA17
- BA17 application can be downloaded from the [LGIRS](#) website

BA18 for Change of Use/Class

- Registered Builder's Building Surveyor Details – Registered Surveyor must provide their **registration number**
- Builder's Building Surveyor – Registered Builder Surveyor must **sign** the BA18
- Registered Building Surveyor to complete section 49(a) or 49(b) or 52
- BA18 application can be downloaded from the [LGIRS](#) website

Planning Approval

If a Planning Approval was granted, all conditions of the planning approval must be satisfied before submitting a Building Application. Planning conditions **not** satisfied will delay assessment of the Building Application.

If you are unsure if the works require Planning Approval, please contact the City's Planning Services team on 9273 6000

Health Approval

Your building fit out and/or refurbishment must comply with the relevant health legislation if your property is being used for any of the following:

- Public Buildings
- Food Business
- Liquor and Gaming Licences
- Hair Dressing and Skin Penetration Premises
- Other requirements include: noise, unauthorised discharges.

Contact the City's Health Team for further information on any approval that may be required on 9273 6000.

Architectural Plans / Drawings

- ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.
- **New and Existing Work** - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means

Site Plan (minimum scale 1:200)

- Street names, lot number, and title reference to the site
- The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown
- A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site

- The proposed finished floor level of building/s
- Setback distances from the property boundaries to the proposed building/s and distance away from other existing buildings / structures on the property to be clearly indicated
- Location and heights of stabilised embankments or retaining wall/s
- Show structures on adjoining land (fences, retaining walls, buildings)
- Clearly indicate the North point

Floor Plan (minimum scale 1:100)

- A floor plan of every storey
- All dimensions of the building/s
- Room names
- Sunken areas (where applicable)
- Location and dimensions of windows and doors
- Smoke alarm / detector locations
- Ridge, hip, valley, eaves line and down pipe locations
- Construction of the walls, floors and roofs
- Location of mechanical ventilation
- Any other information that the building surveyor may require, all clearly figured and dimensioned

Elevations (minimum scale 1:100)

- All elevations indicating external walls, windows and roof
- Existing ground level at the external wall and at the boundary, including proposed ground and finished floor levels
- Location, dimensions and area of doors and windows (including direction of opening) eg. fixed, sliding, awning
- Height of ceiling and the heights of each storey
- Roof pitch

Cross Sectional View (minimum scale 1:50)

- One or more sections, transverse, longitudinal
- Finished ground level
- Type of floor structure e.g. concrete footing slab or frame
- Sunken areas (where applicable)

Specifications

- ONE set of complete specifications describing materials and method of construction, indicating that the dwelling will be constructed in accordance with the specifications provided and comply with the National Construction Code / Building Code of Australia / Australian Standards

Energy Efficiency Documentation

- An Energy Efficiency Report certified and complete set of Architectural Plans / Drawings stamped, certified and signed by an accredited qualified energy assessor

Structural Engineers Plans and Details

- ONE set of Structural Engineers Plans and Details must be designed, certified / signed by a practising Structural Engineer

Plumbing Certification

- Certificate of Compliance

Electrical Certification

- Certificate of Compliance
- Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, certified / signed by a practising Structural Engineer



Bushfire Attack Level Assessment

- If your build is located within a Bushfire Prone Area and required a BAL report and BAL certificate, full details and specifications must be supplied regarding all construction requirements under the relevant sections of AS3959 per your nominated Bushfire Attack Level.