APPLICATION FORM BA9

When completed, this form is classified OFFICIAL Sensitive

Application for occupancy permit

Building Act 2011, section 46, 47, 48, 49, 51, 52, 54
Building Regulations 2012, regulation 4

PERMIT AUTHORITY USE ONLY

Reference number

Permit authority

1. Property details

Property street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb		State	Postcode
Strata plan no	If intending to use the occupancy permit in an application under the *Strata Titles Act 1985*			
Local government area (if different from permit authority)				

Current details of building	Class(es)	Use(s)
Proposed changes to building (if applicable)	Class(es)	Use(s)

Period of occupancy permit or modification being sought (if for a limited period only)

2. Purpose of application

Tick relevant box(es)	Provide details	
☐ New building – complete (section 46); or ☐ New building – incomplete (section 47)	(Building permit number)	
☐ Modification of current occupancy permit for additional use of the building on temporary basis (section 48)		
☐ Permanent change of the building's use or classification where the change does not involve building work (section 49)		
☐ Unauthorised work (section 51)		
	Estimated value ($) of unauthorised building work including GST	$
☐ Replacement of existing occupancy permit or certificate of classification (section 52)		

3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the occupancy permit, please also provide forwarding details for each owner.

Owner's name				
Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)

Email address		
Phone/fax	Phone no	Fax
Owner's signature*		Date

*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

4. Applicant details

Applicant's name				
Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)

Email address		
Phone/fax	Phone no	Fax

5. Statement by applicant

I understand that an occupancy permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of construction compliance or a certificate of building compliance signed by a registered building surveyor.

2. In accordance with section 58 of the *Building Act 2011* and regulation 37 of the Building Regulations 2012, all relevant prescribed authorities have been obtained, and have been or are being complied with.

Provide evidence of compliance with approvals given.

3. Each affected adjoining owner has given consent if a part of the building or incidental structure encroaches beyond the boundaries of the land on which the building or incidental structure is located.

Does the building or incidental structure encroach on other land?	☐ Yes	☐ No
If yes, has consent been obtained?	☐ Yes	☐ No

Attach a copy of each consent obtained.

4. There is no current legal proceeding instituted by the permit authority or a local government for a breach or alleged breach of a written law relating to the building or incidental structure.

5. Any building orders that have been made in relation to the building or incidental structure have been complied with.

Applicant's signature		
	Name (print)	
	Signature	Date

The Shire of Gingin collects your personal information to process this application or request and perform its functions under relevant legislation. Information may be disclosed where authorised or required by law. If required information is not provided, we may be unable to process your application. See the Shire's Privacy Policy for more information.

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.