BA9
OCCUPANCY PERMIT APPLICATION CHECKLIST

Shire of Northam
Heritage, Commerce and Lifestyle

395 Fitzgerald Street
PO Box 613
NORTHAM WA 6401
P: (08) 9622 6100
F: (08) 9622 1910
E: records@northam.wa.gov.au
W: www.northam.wa.gov.au

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
	Please tick applicable box	
ELECTRONIC COPY OF THE ALL THE FOLLOWING (via email, dropbox, CD or USB)**:**		
Form BA9 (Application Form) Fully Completed and Signed (Ensure postal and Email addresses are supplied for all parties)		REQD
Copy of Development Approval (if required – check with the Shire's Development section)		
Septic Approval issued by the Shire (if applicable)		
Stormwater Plan to be approved by the Shire prior to application and included in Approved Plans where applicable (Refer to the Shire's Stormwater Information Sheet available on the Shire's Website)		
Certificate of Construction Compliance (BA17) for all new buildings		
Certificate of Building Compliance (BA18) for existing buildings issued by Private Building Certifier		
All documents listed on the Certificate (BA17 or BA18) must be attached including plans drawn to scale		

FEES to be Paid (Current at 1st July 2021):	
Occupancy Permit Application Fee – s46, s47, s48 & s49 - Fixed Fee $110.00	$
Occupancy Permit Application Fee – Unauthorised Work s51 Class 2-9 Value of construction (inc. GST) $ x 0.18% Minimum Fee $ 110.00	$
Building Services Levy Fee – Unauthorised Building Work - s51 Value of construction (inc. GST) $ x 0.274% Minimum Fee - $123.30	$
Building Services Levy Fee – Approval under sections 47, 49 & 52 of the Building Act Fixed Fee - $61.65	$
Note that No BSL Fee is applied to New buildings (s46) & Modification for additional use on a temporary basis (s48)	
TOTAL FEES PAYABLE	$

I (enter name)_____ being the applicant for this permit, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed: Date:

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card…… Signature……

Amount $..... Expiry Date……/…… CCV……

ALL FEES MUST BE PAID IN FULL BEFORE AN APPLICATION WILL BE ACCEPTED

OFFICE USE ONLY

Receiving officer name:

ASSESSMENT NUMBER APPLICATION NUMBER

NOTES:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. Please be advised that some unauthorized structures may also require retrospective Development approval. Please contact the Shire of Northam's Planning Department to determine if this is required. Development approvals are required prior to issue of an Occupancy Permit.
3. Where a septic system is proposed or changes are required to the existing system a Septic Tank Approval is required. Please contact the Shire's Health Department for further information.
4. Fees may be subject to change.