

When is a Occupancy Permit Required?



All buildings that are of Classes 2-9 require an Occupancy Permit prior to the building being occupied.

The Occupancy Permit is evidence that the building or portion of building has been lawfully built and is safe to occupy for the use stated on the permit. Under Part 4 of the Building Act 2011. No Building/s can be occupied without an occupancy permit. Significant penalties apply in regard to any breach.

A temporary Occupancy Permit can be issued for an incomplete building but only in accordance with Part 4 of the Building Act 2011 and Part 5 of the Building Regulations 2012.

Before an Occupancy Permit can be issued for a new building the following steps need to be completed:

- An application for an *Occupancy Permit (Form BA9)* signed by all the owners is to be submitted.
- The builder must submit a *Notice of Completion (Form BA7)* to the Local Govt within 7 days of completing the building.
- A *Certificate of Construction Compliance (Form BA17)* is required to be submitted from the registered Building Surveyor, the Shire offers this service.