

When do I need to obtain an Occupancy Permit?

All buildings that are of Classes 2-9 including buildings other than single residential dwellings Class 1 and appurtenant outbuildings/non-habitable Class 10 buildings , 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. The Building Act does however still provide for an owner/occupier of an existing building to apply for an Occupancy Permit.

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 unoccupied building/s the following steps need to be completed:

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) with contractor/consultant certifications is required to be submitted usually from the registered Building Surveyor who issued the Certificate of Design Compliance. This would normally be submitted with the application for an Occupancy Permit (BA9).

An application for an Occupancy Permit (Form BA9) signed by the owner/occupier is to be submitted.

Before an Occupancy Permit can be issued for an existing authorised occupied building/s the following steps need to be completed:

A Certificate of Building Compliance (Form BA18) in accordance with s.57 of the Building Act 2011 is required to be submitted from a registered Building Surveyor confirming that they have inspected the building and that it complies with all building standards that it was

approved under. This would normally be submitted with the application for an Occupancy Permit (BA9).

An application for an Occupancy Permit (Form BA9) signed by the owner/occupier is to be submitted.

Before an Occupancy Permit can be issued for an existing unauthorised building/s the following steps need to be completed:

A Certificate of Building Compliance (Form BA18) in accordance with s.57 of the Building Act 2011 is required to be submitted from a registered Building Surveyor confirming that they have inspected the building and that it complies with all current building standards. This would normally be submitted with the application for an Occupancy Permit (BA9).

An application for an Occupancy Permit (Form BA9) signed by the owner/occupier is to be submitted.

All buildings must be completed inclusive of all services including electrical, mechanical, fire and hydraulic services which must be tested and operational. An application for an Occupancy Permit must be completed and submitted with all required certifications to the City's Building Services. Once submitted a Building Surveyor will make contact to arrange an inspection of the building.

Required Inspections

The City will allow for two standard inspections for each application for an Occupancy Permit to confirm if the building/s comply. Should the buildings require any additional inspections to confirm compliance then further may apply to each additional inspection.