

5 Step General Approval Process



PHASE 1	Development Approval	<ul style="list-style-type: none"> • Confirm if your proposed development is permissible within the zone & complies with Council's policies. • Lodge your development application with Council in conjunction with the payment of fees & relevant supporting information. • Council will assess the DA & will issue a Notice of Determination being either approval or refusal of the DA.
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PHASE 2	Construction Certificate <i>Construction works may relate to:</i> <ul style="list-style-type: none"> • Building works, or • Civil works. <i>Note: For certain Civil works, Council is the only authority that can issue the Construction Certificate. Please read your consent conditions in reference to this requirement.</i>	<ul style="list-style-type: none"> • You can apply for a Construction Certificate (CC) either to Council or to an "Accredited Certifier". • The plans and specifications of your proposal must comply with the relevant conditions of the DA and standards such as the Building Code of Australia and Australian Standards. • If the information submitted complies with the required standards and the DA consent, a CC will be issued. However if it doesn't comply then the CC will be refused. <p><i>Note: A Construction Certificate cannot be issued with conditions.</i></p>
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PHASE 3	Appointment of Inspectors <i>For all types of construction works you are required to appoint a Principal Certifying Authority (PCA). The PCA conducts inspections of each required stage of construction. Only the owner or applicant can appoint a PCA.</i>	<p>Before any works commence on the site, you must:</p> <ul style="list-style-type: none"> • Appoint a Principal Certifying Authority (PCA) - this can be either Council or an Accredited Certifier. • Confirm with the inspector what inspections will be undertaken, the fee & other requirements. • Provide at least 2 days notice of your intention to start the works to Council, regardless of who is your chosen PCA. (Form 7)
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PHASE 4	Building or Civil Works Begin	<ul style="list-style-type: none"> • Work begins in accordance with the development consent, (including any conditions) and the approved Construction Certificate. • The appointed Principal Certifying Authority (PCA) determines inspection stages. • It is likely that your builder will advise the PCA of stages of work to allow the required inspections to be undertaken.
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PHASE 5	Occupation Certificate <i>Prior to the occupation of any building, an Occupation Certificate is required. In the case of a subdivision application, a Subdivision Certificate is required to be issued.</i>	<ul style="list-style-type: none"> • After the works are satisfactorily completed and all conditions of consent have been complied with, the PCA will issue the Occupation Certificate. <p>Note 1: A building cannot be legally occupied without an Occupation Certificate. If it is, you may be liable to fines under the provisions of the EP&A Act 1979.</p> <p>Note 2: You may also be required to submit a fire safety certificate in the case of commercial and industrial buildings. In the case of residential buildings, all comments made under the BASIX Certificate are to be complied with.</p>
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