



PROCEDURES FOR PLANNING, BUILDING AND PLUMBING APPLICATIONS

STEP 1 APPLICATION FOR PLANNING PERMIT

- You should check with Council to determine if a Planning Permit is required.
- The maximum period for assessment of planning applications is 42 days. If further information is required the 'clock' will stop.
- Please note that planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

STEP 2 DETERMINING THE CATEGORY OF WORKS

- Contact Council to determine the category of the works being proposed and what approvals are required.

BUILDING

There are four categories of building work, based on the level of risk to public health and safety. There are different approval processes for each category.

CATEGORY 1 (LOW RISK BUILDING WORK) – Low risk building work which can be undertaken without a permit by an owner, or competent person, or licensed builder.

CATEGORY 2 (LOW RISK BUILDING WORK) – Low risk building work which can be undertaken without a permit by a Licenced Builder (or a competent person only where specified).

CATEGORY 3 (NOTIFIABLE BUILDING WORK) – Work that is considered to be medium risk requires a Certificate of Likely Compliance from a Building Surveyor. The permit authority is notified of this work but no Building Permit is required.

CATEGORY 4 (PERMIT BUILDING WORK) - High risk building work requires a Certificate of Likely Compliance from a Building Surveyor and a Building Permit issued by the permit authority.

PLUMBING

There are five categories of plumbing works as follows:

CATEGORY 1 – Low Risk Plumbing works that can be undertaken by an owner, or a competent person.

CATEGORY 2A – Low Risk (Non-notifiable) Plumbing Work (Licensed plumber)

CATEGORY 2B – Low Risk Post Notifiable Work (Licensed plumber)

CATEGORY 3 – Notifiable Plumbing Work (Licensed plumber)

CATEGORY 4 – Plumbing work that requires a Plumbing Permit from the Permit Authority (Licensed plumber)

STEP 3 CERTIFICATE OF LIKELY COMPLIANCE (if required)

- For Permit Building Work and Notifiable Building Work you will need to obtain a Certificate of Likely Compliance from a Building Surveyor.

You will need to choose between employing a Private Building Surveyor or Council's Building Surveyor to assess and issue a Certificate of Likely Compliance.

PRIVATE BUILDING SURVEYOR

- Applicant must submit fully engineered plans to their Building Surveyor together with the relevant Planning Permit.
- The Building Surveyor will issue 3 copies of "Certificate of Likely Compliance" together with associated supporting documents to the applicant.
- Applicant must also apply to the Department of Justice for an Owner Builder Permit (if required).

COUNCIL'S BUILDING SURVEYOR

- Applicant must submit fully engineered plans to Council for Council's Building Surveyor to assess.
- The Building Surveyor will issue a "Certificate of Likely Compliance" together with associated supporting documents to the applicant.
- Applicant must also apply to the Department of Justice for an Owner Builder Permit (if required).

STEP 4 APPLICATIONS FOR BUILDING AND PLUMBING PERMITS (if required)

- Applicant must lodge an application for a Building Permit and Plumbing Permit (if required), including all other documentation required under the Building Act 2016 and Plumbing Regulations 2016. Specified time for assessment.
- An invoice will be issued for the fees associated with your applications. Please note that no permits will be issued until all application fees have been paid.

Further information

Further information can be obtained by contacting the Development and Environmental Services on (03) 6259 5503.