



Customer Guideline

Engagement of a New Building Surveyor

Kingborough Council ceased the provision of Building Surveying services for Council certified building permit work on 22 July 2019.

This Guideline provides steps that can be followed by landowners outlining how to engage a new Building Surveyor for a building permit where Council has withdrawn as Building Surveyor for the building work.

STEPS TO APPOINT A BUILDING SURVEYOR

Step 1 – Locate a Licenced Building Surveyor

Building Surveyor contact details can be found at the following locations:

- White Pages – look under Building Surveying; or
- Consumer Building and Occupational Services website – this website provides a search engine for licenced Tasmanian Building Surveyors and can be found at <https://occupationallicensing.justice.tas.gov.au/Search/onlineSearch.aspx>

Step 2 – Engage a Building Surveyor

Once a Building Surveyor has been engaged for the building work, either the land owner or the Building Surveyor can request Council for release of the building permit records associated with the building permit.

Council will provide electronic copies of the inspection records.

Step 3 – Secure Consent to Recommence Building Work

Written consent to recommence building work associated with your building permit will need to be provided by the Building Surveyor prior to proceeding with any building work for your building project.

Step 4 – Finalise Building Work

Once the Building Surveyor is satisfied that the building work has been completed in accordance with the approved permit then the Building Surveyor will issue a Certificate of Final Inspection for the work and, if relevant, an Occupancy Permit. A copy of this Certificate will need to be provided to Council. If a plumbing permit has been issued for the building project then a completion certificate for the plumbing work will need to be finalised prior to Council issuing a certificate of completion for your building work.

Please Note: Council is still responsible for carrying out plumbing inspections.

KEEPING THE BUILDING PERMIT CURRENT

If you feel you will not be able to appoint a Building Surveyor and complete the building work prior to 1 July 2020, you may choose to extend your building permit.

For building permits that were certified by Council you have the option of signing an extension form (*Form 76A – Application to Extend Building Permit*) and returning the form to Council. If the Annual Administration Charge has been paid and no Building Surveyor has been appointed then Council can extend your permit until 1 July 2021.

The following points should be considered in relation to this matter:

- it is important to ensure that building and plumbing permits both remain current to avoid having to reapply for building approval; and
- building work needs to cease on the building project until a new Building Surveyor is appointed and until the new Building Surveyor provides consent for the building work to recommence.

For more information in relation to this matter please do not hesitate to contact Council on (03) 6211 8200.