

Before applying for building approval, it is recommended that you secure planning approval for your proposed building project. This is because the planning approval may influence some elements of your building which will need to be shown on the building plans to demonstrate compliance with applicable planning requirements.

BUILDING APPROVAL STEPS

1. Engage a Building Surveyor.
 - A list of licenced Building Surveyors can be found on the [Consumer Building and Occupational Services CBOS website](http://www.cbos.tas.gov.au). (www.cbos.tas.gov.au).
2. Download and complete **Form 2** and lodge **Form 2** with the plans and associated documents with your Building Surveyor.
 - **Form 2** can be found on the CBOS website under the section called 'Approved Forms'.
3. When your Building Surveyor receives your **Form 2**, plans and associated documents they will determine what category of building work your building project falls within. There are two categories of building work that require an authorisation or permit to be in force prior to starting the building work. These are:
 - Notifiable Building Work
 - Permit Building Work

NOTIFIABLE BUILDING WORK PROCESS

If the building plans demonstrate likely compliance with the National Construction Code, the Building Surveyor will certify the building plans and issue a **Certificate of Likely Compliance (CLC)** for the notifiable building work.

The **CLC** contains the conditions that the Builder will need to comply with during the construction of the building project. The **CLC** also provides the stages when the building work will need to be inspected by the Building Surveyor.

The Builder responsible for the building work will secure authorisation from the Building Surveyor prior to commencing the notifiable building work.

This authorisation is secured by the Builder lodging a **Form 39 – Start Work Notification and Authorisation – Building Work** with the Building Surveyor.

The notifiable building work cannot commence until the Building Surveyor signs the **Form 39**.

When the notifiable building work is completed to the satisfaction of the Building Surveyor and the Builder has provided all required documentation to the Building Surveyor, then the Building Surveyor will issue a certificate of completion for the building work.

PERMIT BUILDING WORK PROCESS

If the building plans demonstrate likely compliance with the National Construction Code, the Building Surveyor will certify the building plans and issue a **Certificate of Likely Compliance (CLC)** for the permit building work.

The **CLC** contains conditions that the Builder will need to be comply with throughout the construction phase of the project. The **CLC** also includes the mandatory inspection stages when the building work will need to be inspected by the Building Surveyor.

The Landowner or Agent for the Landowner then needs to lodge **Form 2**, the **CLC** and associated plans with Council. This should be done via email to kc@kingborough.tas.gov.au.

Council will assess your application for compliance with the *Building Act 2016* and issue you with a **Building Permit** via email. The Landowner and Builder then needs to take note of the conditions of the **Building Permit** and the **CLC**.

The Builder responsible for the building work then needs to secure authorisation from the Building Surveyor for permit building work prior to commencing permit building work.

This authorisation occurs through the **Form 39 – Start Work Notification and Authorisation – Building Work**. The permit building work cannot commence until the Building Surveyor signs the **Form 39**.

Building work associated with a building permit that does not commence within 12 months of issue of the permit will expire and a new application for a building permit will need to be lodged for this building work to proceed.

CERTIFICATE OF COMPLETION

A certificate of completion for permit building work is issued by Council's Permit Authority.

A certificate of completion will be issued for the building permit when the following is the case:

- all fees are paid for the application
- a certificate of completion has been issued for any associated plumbing work
- a **Certificate of Final Inspection** (and if relevant Occupancy Permit) has been issued by the relevant Building Surveyor for the building work.

When a **Certificate of Completion – Building Work** is issued for the permit building work this means that the building work has been completed in compliance with the *Building Act 2016* and the National Construction Code.