

## Procedure for BUILDING CERTIFICATION

### 1. PROCEDURE

#### 1.1 PURPOSE

The purpose of this procedure is to ensure that building works carried out by the Department of Construction and Infrastructure comply with the Northern Territory Building Act 1993, including the Building Regulations and the Building Code of Australia.

#### 1.2 SCOPE

This procedure applies to construction works as defined in the Building Code of Australia Class 1 to Class 10 buildings inclusive in all areas of the Northern Territory whether the work is in a Designated Building Control Area or outside a Designated Building Control Area.

This procedure applies to construction work on Northern Territory Government owned assets or assets which are privately owned and leased or rented by the Northern Territory Government.

Private Building Certifiers, registered in accordance with the NT Building Act and Regulations, are to be engaged for all projects in all regions of the Northern Territory whether the project documents are being prepared in house or by Consultants. If a Building Permit is obtained by the Superintendent the Private Building Certifier will be selected from the panel in accordance with the provisions of the Period Panel Contract for Professional Services. If the Contractor is required to engage the Private Building Certifier the Contractor can not be restricted to selecting a Private Building Certifier from the Panel, but must select a Private Building Certifier accredited/registered in the NT.

For projects located outside Designated Building Control Areas the Building Certifier is to issue Letters of Compliance in lieu of Permits. For projects located outside Designated Building Control Areas the Building Certifier is to pass these Letters of Compliance to the Project Manager/Officer.

The Contractor is required to pay Water Sewer System Extension Policy (WASSEP) and Distribution System Extension Policy (DSEP) levies, fees and charges.

DCI Technical Officers will carry out the Notifiable Inspections on the project, except for the final inspection, and will forward the inspection reports to the Private Building Certifier.

Project Managers may opt to have the Private Building Certifier carry out the Notifiable Inspections and in such cases this should be clearly stated in the brief.

Where School Councils engage Consultants to document construction works the Consultant will engage a Private Building Certifier and the fees will be paid from the funding allocation for that project.

With Design and Construct or Document and Construct projects the Contractor is to engage a Private Building Certifier to issue a Building Permit and the final Occupancy Permit as part of the contract.

While Building Certification for simple projects can be straight forward, the certification of major building projects can be quite complex and require input from many sources. Project Officers should consult with the Building Certifier in the early design stages of a project to ensure the smooth, timely delivery of the contract documents and ultimately the completed project.

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### 1.3 REFERENCES

The documents used for the development of this

Procedure for Building Certification include the following:

- THE NORTHERN TERRITORY BUILDING ACT 1993
- THE NORTHERN TERRITORY BUILDING REGULATIONS 1993
- THE BUILDING CODE OF AUSTRALIA – AS AMENDED

### 1.4 DEFINITIONS

The definitions are those referred to in Section 4 Part one of the Building Act 1993.

### 1.5 ACTIONS

Carry out Building Certification work in accordance with this Procedure and Work Instruction Which includes as a minimum requirement;

**PLANNING APPROVAL:** Obtain approval for the project from the Development Consent Authority or where the building is a “Permitted Use”, obtain a Compliance Check.

**BUILDING PERMIT:** Before commencing building work obtain from a Private Building Certifier a Building Permit, which may require design certificates from other Building Practitioners and approval from the various Reporting and Consent Authorities. In some cases this requirement may be devolved to the Contractor.

**INSPECTIONS:** Ensure that the Notifiable Inspections as set out on the Building Permit are undertaken and records are forwarded to the relevant authorities with copies kept on file.

**OCCUPANCY PERMIT:** The Contractor is to ensure the prerequisites are carried out including the Builders Section 69 Declaration, final inspections and certificates from Installers, other Building Practitioners and from the Reporting and Consent Authorities and obtain an Occupancy Permit from the Private Building Certifier. In some case these requirements may be devolved to the Superintendent.

**RECORDS:** Maintain records of all Building Certification documentation on the particular project file. The Building Certifier will forward copies of the Building Permit and Occupancy Permit, or equivalent Letters for projects outside Designated Building Control Areas, to the Department of Lands and Planning, Building Advisory Services Branch, Land Asset Information System, for public record.

The Building Certifier is to forward Letter equivalents of the Permits, for projects outside Designated Building Control Areas, to the Project Manager/Officer. The Project Manager/Officer is to file these on the Project File.

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## 2. WORK INSTRUCTION FOR BUILDING CERTIFICATION

### 2.1 OVERVIEW

Building works carried out by the Department of Construction and Infrastructure (DCI) must comply with the Northern Territory Building Act 1993, including the Building Regulations and the Building Code of Australia.

This Work Instruction provides information to assist Project Officers in obtaining Building Certification from Private Building Certifiers for Northern Territory Government Projects.

### 2.2 BRIEFING

Project Managers will include in their brief to Project Officers or Consultants the requirement for building certification.

A 'Building Approval' clause in the Preliminaries Section of both MWS and NPWC3 contracts instructs the Contractor on his obligations to participate in the building approval process.

This clause is offered as an option in the Tender Document Management System (TDMS) and may be deleted for projects not requiring a Building Permit. Building works outside Declared Building Control Areas are to be treated as if they were inside Declared Building Control Areas. For projects located outside Designated Building Control Areas the Building Certifier is to issue Letters of Compliance in lieu of Permits. For projects located outside Designated Building Control Areas the Building Certifier is to pass these Letters of Compliance to the Project Manager/Officer.

Additionally amended clauses are available as options if the project is Design and Construct/ Document and Construct or if the Contractor is to obtain the Building Permit.

For Design and Construct or Document and Construct projects include sufficient briefing instructions so that the contract documents clearly indicate that the Contractor is responsible for and must pay for the Building Permit, the Notifiable Inspections the Occupancy Permit and all other relevant requirements.

### 2.3 PROJECT OFFICERS

Project Officers have the responsibility to ensure that the requirements of Building Certification are complied with. In the design phase the Design Project Officer must fulfil this role and during the construction phase the Superintendent's Representative must ensure that the completed project is issued with an Occupancy Permit.

Design Project Officers should advise the Building Certifier of the project at an early stage of the design work. The Building Certifier will provide guidance to facilitate the Building Permit requirements.

For projects located outside Designated Building Control Areas the Building Certifier is to issue Letters of Compliance in lieu of Permits. For projects located outside Designated Building Control Areas the Building Certifier is to pass these Letters of Compliance to the Project Manager/Officer.

All building projects, whether new work, extensions or renovations must be presented to the Building Certifier for advice. The Building Certifier will advise the Project Officer in writing on the requirements of a Building Permit. If the work does not require a Building Permit place the Building Certifier's confirmation of this on the project file.

The Superintendent's Representative should advise the Building Certifier of the Contractor's name and contact numbers when the contract has been awarded and should also advise the Contractor of the name and contact numbers of the Building Certifier.

The Building Certifier will facilitate the issue of an Occupancy Permit, however it is the Project Officer's role to ensure the required information is provided to the Building Certifier in adequate time to complete the certification process.

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## 2.4 DESIGN WORK

Design the work in accordance with the NT Building Act, the Building Regulations and the Building Code of Australia, as amended.

Design the building in accordance with the Deemed-To-Satisfy Provisions of the Building Code of Australia. Do not design the building using Alternative Solutions to satisfy the Performance Requirements of the Building Code of Australia unless express permission has been granted in writing from the General Manager, DCI through the Project Manager for the particular project.

Obtain reports from the Reporting and Consent Authorities applicable to the particular project. A list of the Reporting and Consent Authorities is given in Clause 2.17 of this Work Instruction.

### Access for People with Disabilities

Pay careful attention to the design for access and mobility, relating particularly to access for people with disabilities, which is set out in the Building Code of Australia and AS1428.

### Heritage

Any work on heritage buildings or sites must be approved by the Minister, through the Heritage Conservation Services Branch of the Department of Natural Resources, Environment and the Arts. Refer to the list of Reporting and Consent Authorities in Clause 2.17 of this Work Instruction.

A list of heritage buildings and sites is available on the NT Government Intranet site. Navigate from the Department of Natural Resources, Environment the Arts and Sport (NRETAS) home page.

Section 51 of the Building Act provides guidance where the project design is in an advanced stage and changes to the Building Regulations occur.

Drawings submitted to the Building Certifier for approval and the issue of a Building Permit must show sufficient detail for the Certifier to be satisfied that the work will comply with the Building Code of Australia. A note on the drawings stating compliance with the BCA is not satisfactory.

A list of the drawings required in the application for a Building Permit is shown in the Building Regulations. Generally the standard of documentation provided by the Infrastructure Projects Division is sufficient for Building Approval, however, on smaller projects it may be more convenient to show critical information, such as the waterproofing of wet areas, on the drawings.

On major projects over \$250,000 the specification should be submitted to the Building Certifier, together with the project drawings, for Building Approval.

## 2.5 PLANNING APPROVAL

Approval from the Northern Territory Development Consent Authority is a prerequisite for the issue of a Building Permit.

Determine if Water Sewer System Extension Policy (WASSEP) and Distribution System Extension Policy (DSEP) levies, fees or charges are payable. The Contractor is required to pay WASSEP and DSEP levies, fees and charges. Ensure the Contractor is aware of this requirement.

Where a building function is a "Permitted Use" obtain a compliance check from the Building Certifier or the Development Consent Authority at sketch plan stage.

A compliance check may be carried out by the Building Certifier or by a Town Planner without the requirement of having to be submitted to a Development Consent Authority meeting.

Where a "Consent Use" or "Undefined Use" is proposed, or particular waivers sought, an application for Development Consent must be made. Obtain a current application form from the Development Consent Authority. Ensure it is completed and lodged and the fees paid.

The Development Consent Authority (DCA) meets regularly and applications have a closing date 7 weeks prior to the meeting. The web site <http://www.nt.gov.au/lands/planning/dca/index.shtml> has links to lists of DCA meeting dates for various locations in the NT. Official notification may take up to 14 days after the meeting, however, information on the decision can be obtained by telephone from the Development Consent Authority the day following the meeting.

A list of the application closing dates and meeting dates is available from the Development Consent Authority Internet site or in hardcopy from the front counter of the Authority office.

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**2.6 BUILDING PERMIT**

To enable a Building Permit to be issued the Project Officer should deliver to the Building Certifier the following items:

- Document Transmittal Form
- Application for Permit to Build
- Project Drawings and Specification, if required - 3 sets
- Reports from the Reporting and Consent Authorities as applicable
- Section 40 - Certificates of Compliance
  - Structural
  - Plumbing
  - Electrical
  - Mechanical
- The consent of the Minister for Heritage Works.
- Estimates for construction - building, plumbing, electrical, mechanical, civil.

A Reporting Authority should respond to a request for a report within 10 working days and following this, the Building Certifier, providing all the required information is supplied, should respond within 20 working days.

The Building Certifier will provide a list of all of the items required to be provided for a particular project to enable a Building Permit to be issued. The Building Regulations require that Building Certifiers process applications within 20 working days after receiving the required information.

When all requirements have been met a Building Permit will be issued. The drawings will be stamped “Approved” by the Building Certifier.

One set of Approved drawings will be issued along with the Building Permit to the Project Officer, one set kept on the Building Certifier’s file and one set forwarded to the Building Advisory Services Branch - Land Asset Information System (LAIS), Department of Lands and Planning, for public record.

The Building Permit will list the approved drawings that form part of the Building Permit and Building Works must not commence prior to the Building Permit being issued.

**2.7 BUILDING PERMIT - OUTSIDE DECLARED BUILDING CONTROL AREAS**

Where building works are located outside Declared Building Control Areas complete the Building Approval process for all building works as if they were inside Declared Building Control Areas.

For projects located outside Declared Building Control Areas the Building Certifier is to issue Letters of Compliance in lieu of Permits. For projects located outside Declared Building Control Areas the Building Certifier is to pass these Letters of Compliance to the Project Manager/Officer.

**2.8 BUILDING PERMIT - DESIGN AND CONSTRUCT**

For Design and Construct or Document and Construct projects the Contractor is required to provide a Building Permit, the Notifiable Inspections and the final Occupancy Permit from a Private Building Certifier and pay all fees as part of the contract.

**2.9 BUILDING PERMIT - DESIGN AND CONSTRUCT OFF SITE**

A special clause is available to cater for transportable type buildings that are fabricated off site in the constructor’s yard and then transported to the site for assembly and completion. This is a two stage approval process with Stage 1 being for Approval to Construct – In Constructor’s Yard and Stage 2 being for the location and completion of the building on site.

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Stage 1 requires that a Constructor's Compliance Plate, carrying critical design information, is permanently fixed to the building so that it can be confirmed on completion of Stage 2 on site that the building is in fact designed for the structural requirements of that site.

A comprehensive clause is available in the TDMS to cover all of the requirements for this special form of two stage building certification.

## 2.10 NOTIFIABLE INSPECTIONS

Supply the Contractor with a copy of the Notifiable Inspections, the list of which is provided with the Building Permit.

Inspections will be made by authorised DCI staff and recorded on the Inspection Record form, a copy of which is issued to the Contractor and affects the release of that particular Approval point. For convenience, books containing Inspection Record forms in triplicate are available from Office Services.

The Project Manager may opt to have the Private Building Certifier carry out the Notifiable Inspections and in such cases ensure that this requirement is clearly specified in the brief to the Building Certifier.

Where Notifiable Inspections are being carried out by DCI staff the Certifying Engineer for the particular discipline (Structural, Electrical Hydraulic or Mechanical) is required to complete a Section 40 - Construction Certificate to allow the Private Building Certifier to accept the Notifiable Inspection Reports from our in-house Technical Officers.

As with other inspections required in the Contract documents, the Contractor must give sufficient notice for the Notifiable Inspections to be made.

The final inspection prior to the issue of the Occupancy Permit will always be carried out by the Building Certifier unless arrangements have made with the Building Certifier to have the Department's Technical Officer carry out the final inspection.

For Design and Construct or Document and Construct contracts, Notifiable Inspections are to be carried out by the Private Building Certifier.

## 2.11 SUPPLIERS AND INSTALLERS CERTIFICATES

Certificates from suppliers and installers of critical elements in the building are required and these state that the particular item supplied or installed complies with the BCA and relevant Australian Standards.

Certificates are required for the following elements:

- Termite Protection
- Fire Doors and Fire Stopping
- Fire Protection Systems
- Timber Roof Trusses
- Window Design Certificate
- Gasfitting Certificate.
- Electrical Certificate of Compliance
- Plumbing Certificate of Compliance
- Other Certificates as required

The Building Certifier is able to advise on the complete list of Certificates required for a particular project.

**2.12 OCCUPANCY PERMIT**

At the completion of construction, the contractor is to collect the required information and pass it on to the Building Certifier who issued the Building Permit. The requirements include:

- Document Transmittal Form
- Section 69 - Declaration of Builder
- Copies of the Notifiable Inspections
- Section 40 - Certificates of Compliance
  - Structural
  - Mechanical
- Window and Door Installation Certificate (where appropriate)
- Certificates from Suppliers and Installers
- Final Inspection Certificates from Reporting and Consent Authorities.

The Contractor must obtain the Section 40 - Certificates of Compliance, Suppliers' and installers' Certificates as appropriate, and the final inspection certificates from the relevant Reporting and Consent Authorities and hand them to the Building Certifier and request the issue of an Occupancy Permit.

The Contractor is to collect the Occupancy Permit and hand it to the Superintendent as soon as possible after it is issued. The Superintendent can then issue a Certificate of Practical Completion if she/he is satisfied that the works are at Practical Completion.

**2.13 AMENDMENTS**

Amendments or alterations to the Works that impact on the BCA or Building Act, must be documented and given to the Building Certifier for approval. Use the same application form, which has a box to tick for amendments.

Provide amended drawings or new drawings along with any reports from Reporting and Consent Authorities and Section 40 - Certificates of Compliance, where necessary.

Amendments must be submitted to the Building Certifier and an amended Building Permit issued prior to construction.

**2.14 RECORDS**

Place all documentation relating to Building Certification on the particular project file.

The primary search feature when requesting information relating to Building Certification on a particular building will be the project file number.

The hardcopy project files are held by the Registry Section and copies of the Planning Approvals and Building and Occupancy Permits must be placed on those files.

Place the "Approved" set of drawings on the project file or where the volume of drawings precludes this, store them as instructed by the Project Manager.

Copies of the Building Certification documents, including the drawings, will be forwarded by the Building Certifier to the Department of Lands and Planning, Building Advisory Services Branch for public record on the Land Asset Information System (LAIS).

For projects located outside Designated Building Control Areas the Building Certifier is to issue Letters of Compliance in lieu of Permits. For projects located outside Designated Building Control Areas the Building Certifier is to pass these Letters of Compliance to the Project Manager/Officer, who is to file them on the project file.

DCI maintains a shared drawer on the business (f) drive for general Building Certification matters with read only access for all in-house staff (F:\design consultancy\building certification).

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**2.15 BUILDING SERVICES ADVISORY BRANCH**

For further advice on the building certification process contact the Building Services Advisory Branch of the Department of Lands and Planning. The general contact telephone number is 8999 8961.

The Branch also publishes a limited number of Advisory Notes on specific Northern Territory building issues such as additional requirements for termite protection.

**2.16 BUILDING PRACTITIONERS**

The registered Building Practitioners within the Construction Division are:

**CERTIFYING STRUCTURAL ENGINEERS**

|                         |           |           |
|-------------------------|-----------|-----------|
| Jorge Mu                | Telephone | 8999 3419 |
| 4th Floor Highway House | Facsimile | 8999-4633 |

**CERTIFYING HYDRAULIC ENGINEERS**

|                         |           |           |
|-------------------------|-----------|-----------|
| Stanley Kwan            | Telephone | 8999-4635 |
| 4th Floor highway House | Facsimile | 8999-4633 |

**PLUMBERS AND DRAINERS**

|                                   |           |           |
|-----------------------------------|-----------|-----------|
| Victor Isbester                   | Telephone | 8999-4652 |
| 1st Floor Highway House           | Facsimile | 8999-4796 |
| Darrell Pittman                   | Telephone | 8962-4516 |
| Infrastructure Div, Tennant Creek | Facsimile | 8962-4553 |
| Neil Roberts                      | Telephone | 8951-5026 |
| Infrastructure Div, Alice Springs | Facsimile | 8951-5566 |

**CERTIFYING MECHANICAL ENGINEERS**

|                         |           |           |
|-------------------------|-----------|-----------|
| Lalith Ramachandra      | Telephone | 8999-4704 |
| 1st Floor Highway House | Facsimile | 8999-4796 |

**2.17 REPORTING AND CONSENT AUTHORITIES**

**DEPARTMENT OF LANDS AND PLANNING**

DEVELOPMENT CONSENT AUTHORITY

Telephone 8999-6807 Katherine & Rural  
8999 6046 Darwin Urban  
8999 8934 Palmerston & East Arm

Application form required - fees payable.

| BUILDING OR WORK   | MATTER TO BE REPORTED ON   |
|--|--|
| Any building subject to the compliance with development Provisions or conditional consent, under the Planning Act. | Compliance with:<br>relevant clauses under the Development Provisions; or conditions placed on a consent given by the relevant consent authority under the Planning Act. |

ROAD NETWORK DIVISION – Land Development Officer

Telephone 8924 7104

For roads under the control of the Department of Lands and Planning.

Drawings to be submitted for approval

Permit required and fee payable to work in the road reserve.

Final Inspection and Certificate required.

| BUILDING OR WORK  | MATTER TO BE REPORTED ON  |
|---|---|
| Any building that will effect a discharge of surface water onto a road or requires any new construction or any alteration to existing conditions or facilities within the road reserve. | Consent to:<br>the discharge or the construction or alteration within the road reserve. |

**DEPARTMENT OF NATURAL RESOURCES ENVIRONMENT THE ARTS AND SPORT**

HERITAGE CONSERVATION SERVICES BRANCH Telephone 8924-4143

No application form - no fees payable.

| BUILDING OR WORK                             | MATTER TO BE REPORTED ON           |
|--|------------------------------------|
| Work on any Heritage Listed Building or site | Approval required by the Minister. |

**NORTHERN TERRITORY FIRE AND RESCUE SERVICE**

COMMUNITY SAFETY DIVISION

Telephone 8995 5400

Application forms required– no fees payable.

Final Inspection and Certificate required.

| BUILDING OR WORK  | MATTER TO BE REPORTED ON   |
|---|--|
| Any building to be classified as a Class 2 building that has more than three residential stories and any building to be classified as a Class 3, 4, 5, 6, 7, 8, 9 building.                   | Emergency vehicle areas and clear space around large isolated buildings. Fire fighting equipment. Smoke control. Emergency lighting exit signs and warning devices. Maintenance and testing of fire suppression equipment. |
| Special hazard buildings including aircraft hangars, cotton mills, distilleries, film and television studios, high pile storage warehouses (combustible materials).                           | Heating appliances, fire places, chimneys and flues. Fire and smoke control systems in buildings containing atriums. Smoke control systems in theatres.  |
| Buildings where the following materials are to be produced, used or stored: celluloid goods, fireworks, fibreglass products, foam rubber, foam plastics, chemicals, paint, varnish, woodwool. |  |

**DEPARTMENT OF HEALTH AND COMMUNITY SERVICES**

ENVIRONMENTAL HEALTH - Chief Health Officer

Telephone 8922-7377

No application forms - no fees payable.

Final Inspection and Certificate required.

| BUILDING OR WORK  | MATTER TO BE REPORTED ON  |
|---|---|
| Special use buildings including food premises, premises to be used for activities involving skin penetration, mortuaries. | Parts H101, H102, H103 of the Building Code of Australia.   |
| Any building to be classified as a Class 3, 9A. To be used as a child minding facility. Hairdressing.                     | Those matters relating to the registration of the premises under relevant Health legislation.                 |
| Any building or facility containing X-Ray equipment. Comply with the Radiation (Safety Control) Act.                      | Obtain the approval of the Chief Health Officer for the layout and radiation shielding prior to construction. |

**NT WORK SAFE**

Telephone 1800 019 115

No application forms - no fees payable.

Final Inspection and Certificate required.

| BUILDING OR WORK  | MATTER TO BE REPORTED ON                           |
|---|--|
| Any building to be used for the purposes of an educational workroom, abrasive blasting chamber, spray painting booth or laboratory. To be used for the storage of dangerous goods as defined by the Dangerous Goods Act. That is to contain a lift, escalator or moving walkway. That is constructed of scaffold to be used as a spectator stand. | Those matters relating to Work Health Regulations. |

**BUILDING CERTIFICATION**

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**POWERWATER**

WATER SUPPLY AND SEWER

Telephone 8995 5801  
or 8985 7121

Application form required - fees payable.

**ELECTRICITY**

Network Engineering

Telephone 8924-5729  
or 8924-5191

Application form required - fees payable.

Self certifying Electricians.

| BUILDING OR WORK  | MATTER TO BE REPORTED ON  |
|---|---|
| Any building requiring connection to a power, water or sewerage main of the Authority. Requiring an on site electrical substation. That will encroach on the safety clearances of an overhead power line as specified. Requiring the installation of trades waste interceptors or discharge of trades waste to the sewer. | For consent to connect to a power, water or sewer main of the Authority.<br><br>Approval of the size and location of an electrical substation. Consent to any encroachment. Consent to any interceptor or discharge<br><br>Approval of the size and location of an electrical substation. Consent to any encroachment. Consent to any interceptor or discharge. |

**MUNICIPAL COUNCILS**

For roads under the control of a Municipal / Shire / Town Council

Refer to the attached list of some of the NT Municipal / Shire / Town Councils.

Contact the council in the area involved for full details of application requirements and fees payable.

| BUILDING OR WORK   | MATTER TO BE REPORTED ON   |
|--|--|
| Any building that will effect a discharge of stormwater onto the road, or require any new construction or any alteration to existing conditions or facilities within a road reserve. | Consent to: - the discharge<br><br>- the construction or alteration within the road reserve. |

**ALICE SPRINGS TOWN COUNCIL**

PO Box 1071 Telephone (08) 8950-0500  
ALICE SPRINGS NT 0871 Facsimile (08) 8953-0558

**KATHERINE TOWN COUNCIL**

PO Box 1071 Telephone (08) 8972-5500  
KATHERINE NT 0851 Facsimile (08) 8971-0305

**PALMERSTON CITY COUNCIL**

PO Box 1 Telephone (08) 8935-9922  
PALMERSTON NT 0831 Facsimile (08) 8935-9900

**WEST ARNHAM SHIRE (JABIRU)**

|                |           |                |
|----------------|-----------|----------------|
| PO Box 346     | Telephone | (08) 8979-9444 |
| JABIRU NT 0886 | Facsimile | (08) 8979-2488 |

**DARWIN CITY COUNCIL**

|                |           |                |
|----------------|-----------|----------------|
| GPO Box 84     | Telephone | (08) 8930-0413 |
| DARWIN NT 0801 | Facsimile | (08) 8981 8415 |

**LITCHFIELD SHIRE COUNCIL**

|                    |           |                |
|--------------------|-----------|----------------|
| PO Box 446         | Telephone | (08) 8983-0600 |
| HUMPTY DOO NT 0836 | Facsimile | (08) 8983-1165 |

**BARKLY SHIRE (TENNANT CREEK)**

|                       |           |                |
|-----------------------|-----------|----------------|
| PO Box 821            | Telephone | (08) 8962-0000 |
| TENNANT CREEK NT 0861 | Facsimile | (08) 8962-3066 |

**2.18 STANDARD FORMS**

This list is a reference of the forms quoted in this Work Instruction. Obtain current hardcopy versions of the forms from the relevant Authorities or Private Building Certifier.

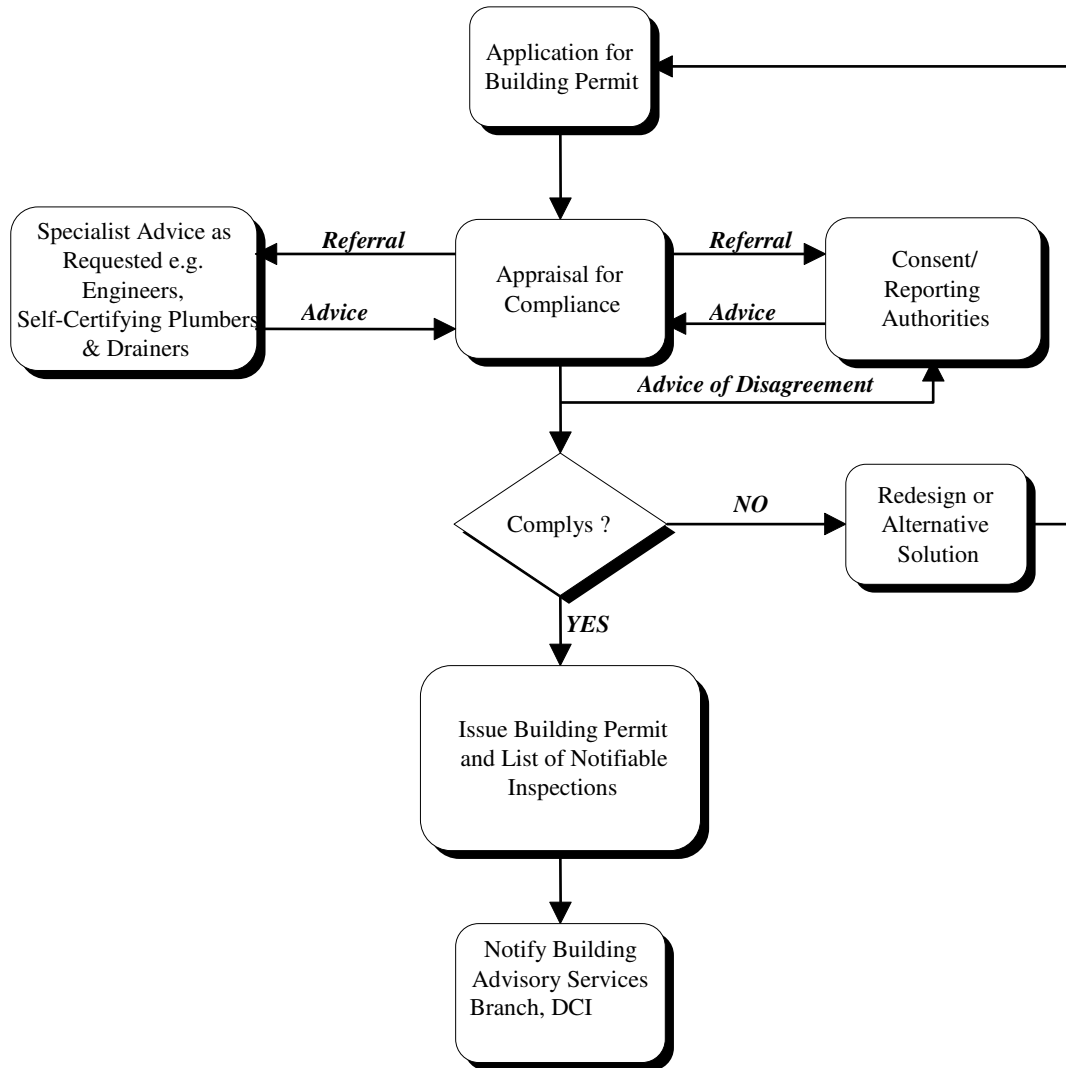
Electronic copies are not generally made available except for the section 40 – Design or Construction Certificate of Compliance forms which are used by our in-house Building Practitioners.

- APPLICATION FOR A DEVELOPMENT PERMIT – SECTION 46 (1)
- APPLICATION FOR A PERMIT TO BUILD
- BUILDING PERMIT
- OCCUPANCY PERMIT
- MODIFICATIONS OF APPLICATION OF BUILDING REGULATIONS
- INSPECTION RECORD FORM
- SECTION 69 - DECLARATION OF BUILDER
- SECTION 40 - CERTIFICATE OF COMPLIANCE – DESIGN OR CONSTRUCTION
- SECTION 40 – CERTIFICATE OF COMPLIANCE - POST CONSTRUCTION
- SECTION 40 – PLUMBING AND DRAINAGE – DESIGN CERTIFICATION
- FIRE SERVICE REPORT
- FIRE SERVICE REPORT – FINAL
- WINDOW AND DOOR INSTALLATION CERTIFICATE

**2.19 FLOW CHARTS**

The following flow charts describe the general procedure for Project Officers to facilitate Building Certification.

**2.19.1 DESIGN CERTIFICATION**



2.19.2 CONSTRUCTION CERTIFICATION

