

25 March 2010

Fact Sheet 1: How Do I Get Building Approval?

1. Preparing Plans

You must prepare plans for the structure you want to build. It is a good idea to seek the help of an architect or draftsman who knows the NT building system. This will ensure finished drawings are accurate, clear and complete.

Drawings should include an accurate and to-scale site plan, floor plans elevations and structural detail. A structural engineer must approve the structural details.

2. Applying for a Permit to Build

You must engage a NT registered Building Certifier to issue a Permit to Build (Building Permit) before you start building work.

You will need to give the Building Certifier a completed Application for Building Permit, and:

- details of the proposed structure (including drawings); and
- structural engineer's certification for the structural design.

A list of NT registered Building Certifiers can be obtained from the Building Practitioners Board by calling 8923 9309 or visiting their website: www.nt.gov.au/bpb.

3. Assessment by Building Certifier

The Building Certifier will assess the application to ensure it complies with the Building Act and Regulations.

4. Permit to Build

Your Building Certifier will issue a Permit to Build, which is valid for two years from the date of issue. This period can be extended by applying to the Building Certifier before the expiry date.

Where a Building Permit is required, there are significant penalties under the *Building Act* for building without prior approval.

5. Before Construction Starts

Before construction starts, the Building Certifier must have:

- approved all plans;
- issued the Building Permit;
- forwarded the permit and plans to the Director of Building Control;
- checked that building insurance has been taken out and
- informed the builder of the appropriate notification stages (inspections).

6. Inspections

The Building Certifier will tell you when inspections are required. However, it is your obligation to notify the Certifier when an inspection stage has been reached.

7. Role of the Builder

The role of the builder is to build in accordance with the Building Permit and approved plans.

If the plans are amended/varied during the construction period, you must tell the Building Certifier so that an amended building permit can be issued.

8. Completion

When construction is finished, the builder must sign a declaration stating that building works have been carried out in accordance with the Building Permit.

10. Occupancy Permit

On completion of building work, you must apply to the Building Certifier for an Occupancy Permit. An Occupancy Permit will be issued if the Building Certifier is satisfied that the structure is constructed in accordance with the Building Permit and is suitable for its intended use. The Certifier must forward a copy of the Occupancy Permit and accompanying documents to the Director of Building Control, within 7 days of issue.

NOTE: *A building cannot be occupied unless an Occupancy Permit has been issued.*

For further information about building rules and regulations contact the Building Advisory Services Branch in your region or visit our website : www.nt.gov.au/building

DARWIN

Ground Floor, Cavenagh House
38 Cavenagh Street
DARWIN NT 0800

Ph: 8999 8985 or 8999 8966

KATHERINE

1st Floor, Government Centre
First Street
KATHERINE NT 0850

Ph: 8973 8926

TENNANT CREEK

Transport and Works Building
Leichardt Street
TENNANT CREEK NT 0860

Ph: 8951 9235 (Alice Springs)

ALICE SPRINGS

First Floor, Alice Springs Plaza
Todd Mall / Parsons St
ALICE SPRINGS NT 0870

Ph: 8951 9235

23 March 2010

CONSUMER CHECKLIST		☑ Required	☒ Not Required	👍 Suggested
Building Work	Contract?	Building Permit?	Insurance?	Registered Builder?
New house	☑	☑	☑	☑
Removing an Existing House to a new location ¹	☑	☑	☑	☑
Renovating Bathroom – Changing walls / fixtures / plumbing ¹	👍	☑	☑	☒
Renovating Bathroom – No change to walls / fixtures / plumbing ^{1*}	👍	☒	☒	☒
Alterations / Extensions to Existing House – increases floor area ¹	☑	☑	☑	☑
Alterations / Extensions to Existing House – No increase in floor area ¹	👍	☑	☑	☒
Existing House – changing windows / roof ¹	👍	☑	☑	☒
Additions to Existing House – Solar hot water systems; skylight; roof vents; satellite dish *	👍	☒	☒	☒
Carport / Verandah (to existing house) ^{1*}	👍	☑	☑	☒
Garden Shed / Workshop ^{1*}	👍	☑	☑	☒
Pergola / Shade Structure ^{1*}	👍	☑	☑	☒
New Fence ^{1*}	👍	☑	☑	☒
Renovating an existing Fence ^{1*}	👍	☑	☑	☒
New Retaining Wall – supporting building work ^{1*}	☑	☑	☑	☑
New Retaining Wall – not supporting building work ^{1*}	👍	☑	☑	☒
Swimming Pools	👍	☒	☒	☒
¹ subject to provisions of the <i>Building Act</i> regarding type of work		* subject to relevant exemptions policy		

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