

Work Instruction – Building certification procedures guide



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1. GENERAL INFORMATION

1.1 PURPOSE

The purpose of this Work Instruction is to ensure that building works carried out by the Department of Infrastructure, Planning and Logistics comply with the Northern Territory *Building Act 1993*, including the Building Regulations, the National Construction Code of Australia, applicable Australian Standards and other applicable requirements.

1.2 SCOPE

This Work Instruction applies to construction works as defined in the National Construction Code of Australia in respect to Class 1 to Class 10 buildings inclusive in all areas of the Northern Territory whether the work is in a declared building control area or outside a declared building control area.

This procedure applies to construction works and demolition works on Northern Territory Government (NTG) owned assets or assets which are privately owned and are leased or rented by the Northern Territory Government.

In this document a reference to the Superintendent applies equally to the Superintendent's Representative, a Project Director, a Senior Project Manager, a Project Manager, a Senior Project Officer or a Project Officer, if they have authority to act on behalf of the Superintendent in matters related to the contract.

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

NTG Owned Property

In respect to NTG owned property a Request for Service (RFS) which outlines the scope of the proposed works will serve as an authorisation for the Superintendent to act on behalf of the NTG and the client Department in respect to procuring the works. This includes authorisation to sign applications for Permits required for the works.

Privately Owned Property

In respect to privately owned property which is rented or leased by the Northern Territory Government, the Superintendent must obtain consent in writing from the building owner to carry out the proposed works before applying for a Building Permit. The owner should appoint the Superintendent as its agent in respect to the proposed works.

Construction Work

All construction work requires a Building Permit or, if the project is outside a Declared Building Control Area, a Letter of Compliance.

Demolition Work

Demolition work requires a Building Permit and a Demolition Permit. A Building Permit for demolition work can also include new building works which are associated with the demolition works.

2. REFERENCES

The documents used for the development of this Procedure for Building Certification include the following:

- The Northern Territory *Building Act 1993* – As Amended
- The Northern Territory Building Regulations 1993 – As Amended
- The Northern Territory *Planning Act 1999*
- The Northern Territory Planning Regulations 2000
- The National Construction Code of Australia – As Amended
- Australian Standards applicable to the works – As Amended
- Director of Building Control requirements (refer to Building Advisory Services) Information available via <https://nt.gov.au/property/building-and-development/building-certification-industry-forms-and-resources>)
- Other applicable requirements

3. DEFINITIONS

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

It is important to understand what is meant by “building work”.

The Act has the following definitions:

building includes a structure and a part of a building or structure.

building work means work for or in connection with the construction, demolition or removal of:

- (a) a building; or
- (b) plumbing or drainage services, whether or not connected to a building, other than plumbing or drainage services vested in the Power and Water Corporation established by the *Power and Water Corporation Act 1987*.

4. OVERVIEW

4.1 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 NPWCNT contracts instructs the Contractor of their obligations with respect to the building approval process.

This clause is offered as an option in the Template Documents Online system (TDO) and may be omitted 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 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.

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.

4.2 PROJECT MANAGERS

Project Managers have the responsibility to ensure that the requirements of Building Certification are met. In the design phase the Design Project Manager 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 Managers 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.

All building projects, whether demolition, new work, extensions or renovations must be presented to the Building Certifier for advice. The Building Certifier should be required to advise the Project Manager in writing about the requirements for 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 Manager's role to ensure the required information is provided to the Building Certifier in adequate time to complete the certification process.

The Project Manager must also forward copies of permits, certificates, associated drawings, and other associated documents, to Technical Records, or ensure that the Building Certifier does this.

The documents for Technical Records can be sent to:

email ... technicalrecords@nt.gov.au

Consultant File Transfer ... <http://ftp-doi.nt.gov.au>

NTG Staff File Transfer ... <\\prod.main.ntgov\ntg\DCI\DEN\planroom>

For accepted drawing formats refer to NTG Technical Drawings Part 1 – Requirements for Technical Records Management accessible via <https://dipl.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-records> .

4.3 DESIGN WORK

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

Design the building in accordance with the Deemed-To-Satisfy Provisions of the National Construction Code of Australia. Do not design the building using Alternative Solutions to satisfy the Performance Requirements of the National Construction Code of Australia unless express permission has been granted in writing from the Executive Director Building Services, through the Superintendent's Representative, for the particular project.

Obtain approvals, permits and/or reports from the Reporting and Consent Authorities applicable to the particular project. A list of the Reporting and Consent Authorities is given in Clause 15 of this Work Instruction.

Section 51 of the *Building Act 1993* 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 National Construction Code of Australia.

A list of the drawings required in the application for a Building Permit is shown in the Building Regulations Part 2A, Section 6.

Specifications are to be submitted to the Building Certifier, together with the project drawings, for assessment for issue of a Building Permit, for all projects.

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 National Construction Code of Australia and AS 1428.

Heritage

Any work on heritage buildings or sites must be approved by the Minister, through the Heritage Branch of the Department of Territory Families, Housing and Communities (DTFHC). Refer to the list of Reporting and Consent Authorities in Clause 15 of this Work Instruction.

A list of heritage buildings and sites is available via the NT Government Intranet site.

<https://nt.gov.au/property/land/heritage-register-search-for-places-or-objects> ..

To apply for a permit to work on or in a heritage listed building or site see information at <https://nt.gov.au/property/building-and-development/heritage-properties-building-works-and-development>

Sites of significance to indigenous people

Ensure Aboriginal Areas Protection Authority (AAPA) clearances are obtained or not required for the site of the works. DIPL's Environment Management team provide advice and assistance for AAPA clearances.

4.4 DEVELOPMENT APPROVAL

Obtain approval for the project from the Development Consent Authority. Where the proposed building is for a Permitted Use, obtain a Compliance Check.

4.5 NATIVE VEGETATION CLEARING APPROVAL

If the project requires the clearing of vegetation a Permit may be required.

Section 53 of the *Planning Act 1999* allows for the consent authority to either approve, alter and approve or refuse an application for the clearing of native vegetation.

More information is available via <https://nt.gov.au/property/land-clearing/freehold-native-vegetation-development-permits> and from the DIPL Environment Management section.

4.6 BUILDING PERMIT

Before commencing building work obtain, from a Building Certifier, a Building Permit. This may require design certificates from other Building Practitioners and approvals from Reporting and Consent Authorities.

In some cases this requirement may be devolved to the Contractor.

The Project Manager must also forward copies of permits, certificates, associated drawings, and other associated documents, to Technical Records, or ensure that the Building Certifier does this.

4.7 INSPECTIONS

Ensure that the Notifiable Inspections as set out on the Building Permit are undertaken and records are forwarded to the relevant authorities with electronic copies kept on file in HPRM / Knowledge Store.

4.8 OCCUPANCY PERMIT

The Contractor is to ensure the prerequisites are carried out so that an Occupancy Permit can be issued.

These include, but are not limited to:

- Completion of the Builders Section 69 Declaration and forwarding that to the Building Certifier,
- Final inspections and issuing of certificates by Installers, other Building Practitioners and from the Reporting and Consent Authorities and forwarding those certificates to the Building Certifier, and
- Receiving an Occupancy Permit from the Building Certifier and forwarding it to the Superintendent and to Technical Records.

In some case these requirements may be devolved to the Superintendent.

4.9 RECORDS

Maintain records of all Building Certification documentation on the particular project file in HPRM / Knowledge Store. The Building Certifier will forward copies of the Building Permit and Occupancy Permit, or equivalent Letters of Compliance for projects outside Designated Building Control Areas, to the Department of Infrastructure, Planning and Logistics, Building Advisory Services Branch, Land Asset Information System, for public record.

The Building Certifier is also to forward electronic copies of the Building Permit and Occupancy Permit (or equivalent Letters of Compliance for projects outside Designated Building Control Areas) to the Superintendent.

Copies are also to be sent to Technical Records.

The Project Manager is to file these on the Project File in HPRM / Knowledge Store.

Ensure project information (project number, asset number, project location including Lot Number and street address, RFT number) is provided with these documents so that Technical Records can file them in the correct location in the archive.

5. PLANNING APPROVAL

Approval from the Northern Territory Development Consent Authority is a prerequisite for the issue of a Building Permit. Not all works require Planning Permits. Some works are permitted under the Planning Scheme. The Building Certifier will provide advice on whether a Planning Permit is required or not.

Determine if Water and Sewerage System Extension Policy (WASSEP) and Power Networks Capital Contributions Policy (PNCCP) levies, fees or charges are payable.

The Contractor is required to pay WASSEP and PNCCP 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.

A Planning Approval application may need to be supported by additional documentation in addition to some of the design documentation.

Some forms are available online via <https://nt.gov.au/property/building-and-development/development-and-planning-fees-and-forms> .

Information is available online via <https://nt.gov.au/property/building-and-development/development-one-stop-shop-applications-and-processes/introduction> .

The Development Consent Authority (DCA) meets regularly and applications have a closing date several weeks prior to the meeting.

The web site <https://nt.gov.au/property/building-and-development/development-consent-authority> 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.

6. BUILDING CERTIFIERS

Engagement of Certifiers

Building Certifiers, registered in accordance with the NT *Building Act 1993* and its 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 Building Certifier will be selected by the Superintendent.

If the Contractor is required to engage the Building Certifier the Contractor must select a Building Certifier registered in the NT.

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

Projects Inside Declared Building Control Areas

For projects located inside Declared Building Control Areas the Building Certifier is to issue Permits. The Building Certifier is to provide these Permits to the entity which engaged their services (ie the Superintendent or the Contractor). If the Contractor receives the Permits, the Contractor is to provide electronic copies of them to the Superintendent and to Technical Records.

Electronic versions of these Permits are to be saved in the project folder in HPRM and forwarded to Technical Records.

Ensure project information (project number, asset number, project location including Lot Number and street address, RFT number) is provided with the Permits so that Technical Records staff can file them in the correct location in the archive.

Projects Outside 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. The Building Certifier is to provide these Letters of Compliance to the Superintendent and to Technical Records.

Electronic versions of these Letters of Compliance are to be saved in the project folder in HPRM and forwarded to Technical Records.

Ensure project information (project number, asset number, project location including Lot Number and street address, RFT number) is provided with the Letters of Compliance so that Technical Records staff can file them in the correct location in the archive.

Water, Sewer and Electricity System Fees

The Contractor is required to pay Water Sewer System Extension Policy (WASSEP) and Power Networks Capital Contributions Policy (PNCCP) levies, fees and charges.

7. BUILDING PERMIT

To enable a Building Permit to be issued the Project Manager 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/hydraulic
 - 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. Working days are days not including Saturdays, Sundays and Public Holidays.

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 Manager, 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 Infrastructure, Planning and Logistics, for public record. An electronic set is to be forwarded to Technical Records.

The Building Permit will list the approved drawings that form part of the Building Permit.

Building Works must not commence prior to the Building Permit being issued.

7.1 BUILDING PERMIT - DESIGN AND CONSTRUCT

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

7.2 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 relocation of the building to its intended final site and the completion of the building on that site.

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 TDO to cover all of the requirements for this special form of two stage building certification.

8. NOTIFIABLE INSPECTIONS

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

The Contractor must give sufficient notice for the Notifiable Inspections to be made.

Inspections may be made by DIPL staff if authorised to do so by the responsible person. Details are recorded on the Inspection Record form, a copy of which is issued to the Contractor. The inspection affects the release of that particular Approval point. For convenience, books containing Inspection Record forms in triplicate are available from Office Services.

Where Notifiable Inspections are being carried out by DIPL staff the Certifying Engineer for the particular discipline (Structural 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 staff.

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

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 Department of Infrastructure, Planning and Logistics staff carry out the final inspection.

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

9. 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

- Glazing Certificate
- Certificate for fixing of external door and window frames to structure (cyclonic regions)
- Gasfitting Certificate.
- Electrical Safety – Certificate of Compliance
- Plumbing Certificate of Compliance
- Installation of waterproof membranes in wet areas
- External aluminium composite panel cladding
- Other Certificates as required

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

10. 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. It is recommended that the certificates and other required documents be collected and passed on at the completion of the applicable phase of work.

The requirements include:

- Document Transmittal Form
- Section 69 - Declaration of Builder
- Copies of the results of the Notifiable Inspections
- Section 40 - Certificates of Compliance
 - Structural
 - Mechanical
- Self Certifying Trades - Certificate of Compliance
 - Electrical
 - Plumbing/hydraulic
- Window and Door Installation Certificate (where appropriate)(including fixing to structure in cyclonic areas)
- Certification of installation of waterproof membranes in wet areas
- 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, and forward an electronic copy to Technical Records, as soon as possible after it is issued. The Contractor is also to provide as constructed drawings. The Superintendent can then issue a Certificate of Practical Completion if she/he is satisfied that the works are at Practical Completion.

10.1 HANDOVER

Before Practical Completion will be granted the Contractor must provide the Superintendent, and Technical Records, with:

- Electronic copies of the as constructed drawings reflecting any change from the contract drawings, in CAD, and in PDF (and other approved formats but not hard copy),
- A list of plant and equipment installed as part of the project, including make and model information,
- Document(s) detailing the maintenance regime that will be undertaken by the Contractor during the defects liability period, including advice on timing of the maintenance activities and what equipment will be subject to the maintenance activities,
- Electronic copies of warranties covering the plant and equipment provided or installed or supplied, in the name of the Principal,
- Electronic copies of warranties covering the installation of the plant and equipment, in the name of the Principal,
- Electronic copies of manuals for plant and equipment provided or installed or supplied under the contract,

Provision of these docs will be required before the final payment can be processed, and, if required, final certificate issued,

At handover all services are to have been transferred in to the name of the Client or such other entity as advised by the Superintendent. These services include, but are not limited to, telephone and data services, power supply, water supply and sewerage service.

11. AMENDMENTS

Amendments or alterations to the Works that are subject to the provisions of the BCA and/or the 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.

12. RECORDS

Place all documentation relating to Building Certification in the particular project HPRM file and send electronic copies to Technical Records.

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

If the Planning Approvals and Building and Occupancy Permits are provided in hard copy they must be scanned, dealt with as stated above, and then stored in the hard copy project file.

Place the “Approved” set of drawings on the project file or where the volume of drawings precludes this, store them as instructed by the Superintendent. Send electronic copies to Technical Records.

Copies of the Building Certification documents, including the drawings, will be forwarded by the Building Certifier to the Department of Infrastructure, Planning and Logistics, Building Advisory Services, 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, who is to file them on the project file in HPRM and forward them in electronic format to Technical Records.

13. BUILDING ADVISORY SERVICES (BAS)

For further advice on the building certification process contact Building Advisory Services, Department of Infrastructure, Planning and Logistics. A dedicated contact telephone number for certification issues is 1300 301 059. More contact information is available via <https://nt.gov.au/property/building-and-development/contact-building-advisory-services> .

BAS also publishes Building Notes on specific Northern Territory building issues. See a list of Building Notes at <https://nt.gov.au/property/building-and-development/building-notes> .

14. BUILDING PRACTITIONERS

The registered Building Practitioners within the Department of Infrastructure, Planning and Logistics are:

CERTIFYING STRUCTURAL ENGINEERS

Jorge Mu Telephone 8999 3419
4th Floor Highway House

CERTIFYING MECHANICAL ENGINEERS

David Chin Telephone 8999 4882
4th Floor Highway House

15. REPORTING AND CONSENT AUTHORITIES

15.1 DIPL - DEVELOPMENT CONSENT AUTHORITY

Contact the Development Consent Authority by either emailing or phoning the office of the chairman.

Chairman/Secretary
 Development Consent Authority
 GPO Box 1680, Darwin, NT 0801
 Phone: (08) 8999 6044
 Fax: (08) 8999 6055
development.consentauthority@nt.gov.au

Each division of the Development Consent Authority determines development applications within their area.

Outside of the division areas the consent authority is the Minister for Lands and Planning.

<https://nt.gov.au/property/building-and-development/development-consent-authority>

15.2 DIPL - DEVELOPMENT ASSESSMENT SERVICES

Region	Address	Contact	Mail
Darwin	First Floor Energy House 18-20 Cavenagh St Darwin NT 0800	p. 8999 6046 e. das.ntg@nt.gov.au fax. 8999 6055	GPO Box 1680 Darwin NT 0801
Alice Springs and Tennant Creek	Green Well Building, 50 Bath Street Alice Springs NT 0871	p. 8951 9200 e. das.ntg@nt.gov.au fax. 8951 9222	PO Box 2130 Alice Springs NT 0871
Katherine	Level 1 Government Centre 5 First Street Katherine NT 0851	p. 8973 8926 e. das.ntg@nt.gov.au fax. 8973 8944	PO Box 1171 Katherine NT 0851
www. https://nt.gov.au/property/building-and-development/contact-lands-planning-and-development-assessment-services			
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: relevant clauses under the Development Provisions; or conditions placed on a consent given by the relevant consent authority under the Planning Act.

15.3 DIPL – STRATEGIC ASSET MANAGEMENT BRANCH

Region	Address	Contact	Mail
Palmerston	Level 4 Highway House 14 Palmerston Circuit Palmerston NT 0830	p. 8924 7508 e. SAM.UMR@nt.gov.au	PO Box 61 Palmerston NT 0831

15.4 DIPL - TRANSPORT INFRASTRUCTURE PLANNING DIVISION

Development Approval Officer - Telephone 8924 7104

<https://nt.gov.au/driving/management/apply-for-permit-to-work-on-a-road>

For roads under the control of the Department of Infrastructure, Planning and Logistics.

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: the discharge or the construction or alteration within the road reserve.

15.5 DEPARTMENT OF TERRITORY FAMILIES, HOUSING AND COMMUNITIES (DTFHC) - HERITAGE BRANCH

<p>Darwin and Top End</p> <p>GPO Box 1448 Darwin NT 0801</p> <p>Level 1 JHV2, Jape Homemaker Village 356-366 Bagot Road Millner NT 0810</p> <p>Phone: (08) 8999 5039 heritage@nt.gov.au</p>	<p>Alice Springs and Central Australia</p> <p>PO Box 2130 Alice Springs NT 0871</p> <p>Level 1 Greenwell Building 50 Bath Street Alice Springs NT</p> <p>Phone: (08) 8951 9247 heritage@nt.gov.au</p>
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BUILDING OR WORK	MATTER TO BE REPORTED ON
Work on any Heritage Listed Building or site	Approval required by the Minister.

15.6 NT POLICE, FIRE AND EMERGENCY SERVICES - NT FIRE AND RESCUE SERVICE - COMMUNITY FIRE SAFETY DIVISION

Telephone 8999 3473

Application forms required– no fees payable.

Final Inspection and Certificate required.

<http://www.pfes.nt.gov.au/fire-and-rescue-service/fire-safety>

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, or 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.	

15.7 DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

Chief Health Officer – 8999 2768

Central envirohealth.ca@nt.gov.au – Top End envirohealth.te@nt.gov.au

Region	Address	Contact	Mail
Greater Darwin region and Top End remote Including East Arnhem	2nd Floor, Casuarina Plaza, Casuarina NT 0810	p. 8922 7377	PO Box 40596 Casuarina NT 0811
Barkly	Tennant Creek Hospital 45 Schmidt St Tennant Creek NT 0860	p. 8962 4302 If no answer, ring Central Australia number	PO Box 346 Tennant Creek NT 0861

Region	Address	Contact	Mail
Central Australia	Peter Sitzler Building 67 North Stuart Highway Alice Springs NT 0870	p. 8955 6122	PO Box 721 Alice Springs NT 0871
Katherine	O'Keefe House Katherine Hospital Giles St Katherine NT 0850	p. 8973 9061	PMB 73 Katherine NT 0852

No application forms - no fees payable.
Final Inspection and Certificate required.

<https://nt.gov.au/industry/hospitality/food-safety-and-regulations/environmental-health-contact-details>

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 National Construction 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.

15.8 DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH - ON-SITE WASTEWATER MANAGEMENT SYSTEMS

Chief Health Officer – 8999 2768

Central envirohealth.ca@nt.gov.au – Top End envirohealth.te@nt.gov.au

Contact information for the regions is as shown above.

Application forms - fees payable.

Final Inspection and Certificate required.

BUILDING OR WORK	MATTER TO BE REPORTED ON
Non sewerred waste water treatment and/or disposal systems (on-site systems) Code of Practice for On-site Wastewater Management https://nt.gov.au/property/building-and-development/wastewater-management/codes-and-guidelines	The design of the system must be approved before works begin. https://nt.gov.au/property/building-and-development/wastewater-management/wastewater-works-design-approval

15.9 NT Work Safe

Telephone 1800 019 115

<http://www.worksafe.nt.gov.au/Pages/default.aspx#tab-3>

No application forms - no fees payable.

Final Inspection and Certificate required.

BUILDING OR WORK	MATTER TO BE REPORTED ON
Any building: <ul style="list-style-type: none"> – to be used for the purposes of an educational workroom, – to be used for 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.

15.10 POWERWATER - WATER SUPPLY AND SEWER

Senior Service Development Officer - 8995 5804

Water Supply Engineer - 8995 5887

waterdevelopment@powerwater.com.au

remotedevelopment@powerwater.com.au

Application form required - fees payable.

Self certifying plumbers

BUILDING OR WORK	MATTER TO BE REPORTED ON
Any building or work requiring connection to a water or sewerage main of the Authority. Any building or work requiring the installation of trades waste interceptors or discharge of trades waste to the sewer.	For consent to connect to a water or sewer main of the Authority. For consent to any encroachment. For consent to any interceptor or discharge

15.11 POWERWATER – ELECTRICITY

Network Engineering - 8924-5729 or 8924-5191

powerdevelopment@powerwater.com.au

powerdevelopment.pwc@powerwater.com.au

remotedevelopment@powerwater.com.au

Application form required - fees payable.

BUILDING OR WORK	MATTER TO BE REPORTED ON
Any building or work requiring an on site electrical substation. Any building or work that will encroach on the safety clearances of an overhead power line as specified.	For consent to connect to a power main of the Authority. For approval of the size and location of an electrical substation. For consent to any encroachment.

16. MUNICIPAL COUNCILS

For roads under the control of a Municipal / Shire / Town Council or other similar local authority.

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 - 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 ARNHEM REGIONAL COUNCIL (JABIRU)

PO Box 721 Telephone (08) 8979 9444
JABIRU NT 0886 Facsimile (08) 8979 9488

DARWIN CITY COUNCIL

GPO Box 84 Telephone (08) 8930 0300
DARWIN NT 0801 Facsimile (08) 8930 0311

LITCHFIELD SHIRE COUNCIL

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

BARKLY REGIONAL COUNCIL (TENNANT CREEK)

PO Box 821 Telephone (08) 8962 0000
TENNANT CREEK NT 0861 Facsimile (08) 8963 3302

17. DOCUMENTATION

17.1 STANDARD FORMS

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

- 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

17.2 NON-STANDARD DOCUMENTS REQUIRED

- Documentation on aluminium composite panels used:
 - Fire Engineer’s report on design and material specified,
 - Test certificates for products used,
 - Installed products compliance verification.

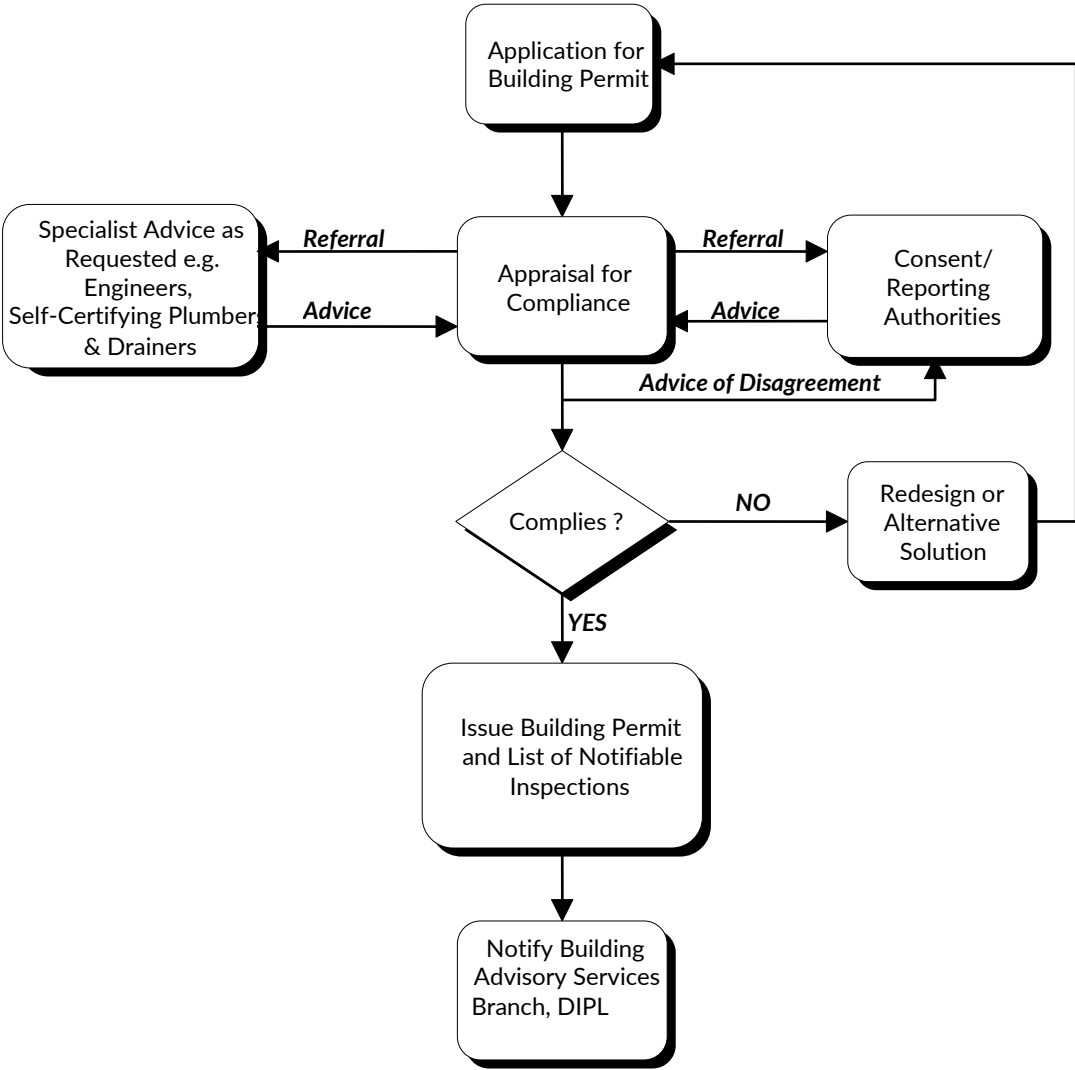
18. FLOW CHARTS

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

18.1 DESIGN CERTIFICATION

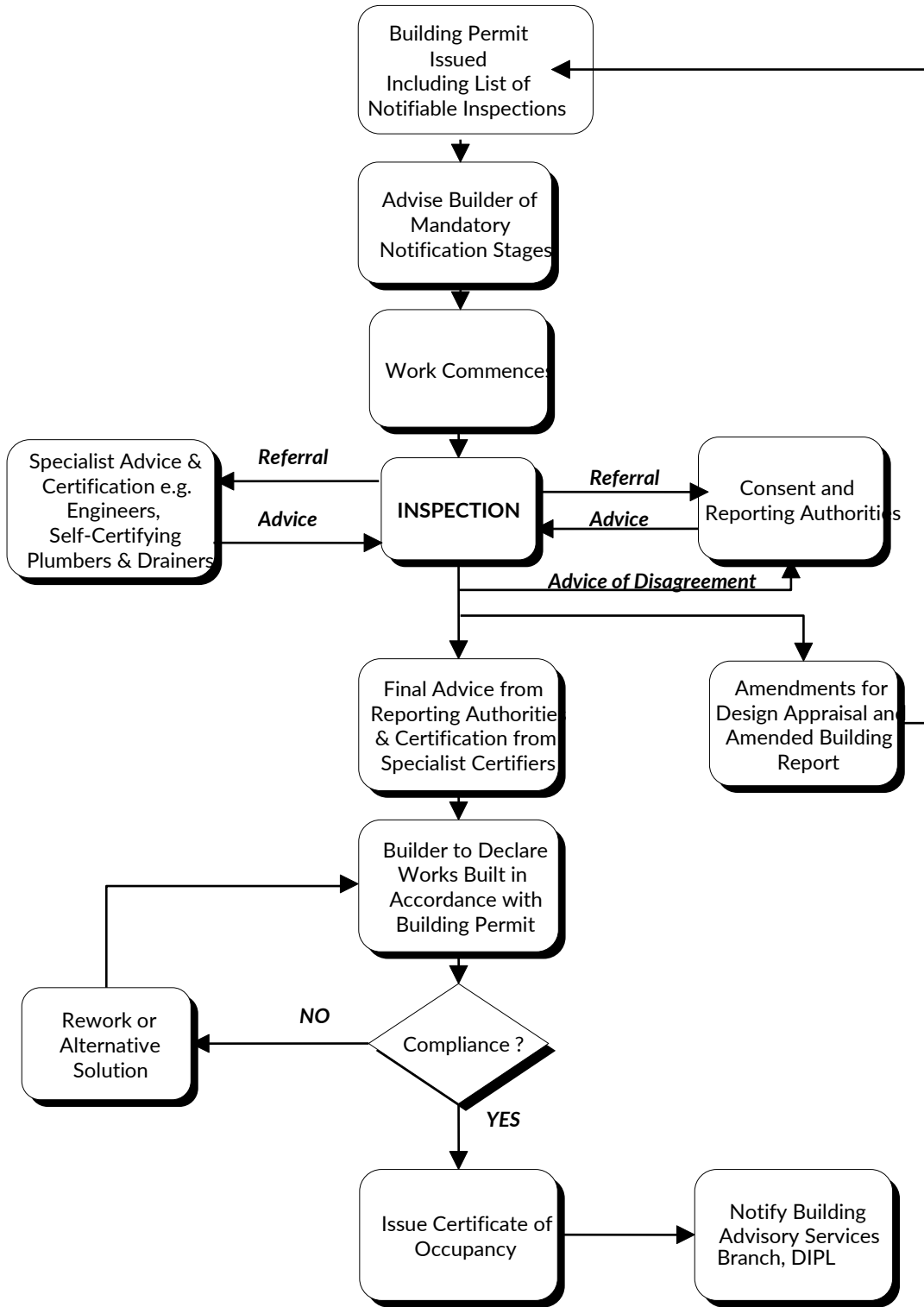
This assumes Planning Approval, where required, has been granted.

Results in issue of Building Permit.



18.2 CONSTRUCTION CERTIFICATION

Results in issue of Certificate of Occupancy.



19. AMENDMENT HISTORY

AMENDMENT HISTORY			
VERSION	DATE	CLAUSES AFFECTED	DETAILS
2009.01	Feb2009		First Issue of document
2009.02	Dec2012	n/a	New Department name, minor layout changes
2016.03	May2016	All	Major rewrite and update
2016.04	June2016	-	Minor editorial changes
2016.05	Sept 2016	-	Department name changes
2019.06	May 2019	4, 6, 7, 9, 10, 11, 12, 1516, 17	<ul style="list-style-type: none"> • TDO replaces TDMS • Copies of documents to be sent to Technical Records • Aluminium composite panel cladding documentation requirements • Third party contact information updated
2023.07	August 2023	All	<ul style="list-style-type: none"> • Department name changes • Contact details updated • References to BCA changed to NCC • Grouping of information re-organised