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| DA | BUILDING ACT 2011 - ISSUE AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE |
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|-----------------------------|---------------------------------------|
| DIVISION: | Built and Natural Environment |
| BUSINESS UNIT: | Development Assessment and Compliance |
| SERVICE UNIT: | Building Services |
| RESPONSIBLE OFFICER: | Manager, Building Services |
| FILE NO.: | 086/005; 021/005 |
| DATE FIRST ADOPTED: | 1997 |
| DATE LAST REVIEWED: | 10 September 2020 |
| ATTACHMENTS: | N/A |
| VERSION NO. | 10 |

| Dates of Amendments / Reviews: | | |
|---------------------------------------|-------------------|-----------------|
| DAPPS Meeting: | 22 September 2011 | 26 May 2016 |
| | 24 May 2012 | 18 May 2017 |
| | 23 May 2013 | 24 May 2018 |
| | 22 May 2014 | 23 May 2019 |
| | 2 June 2015 | 27 August 2020 |
| | OCM: | 13 October 2011 |
| | 14 June 2012 | 8 June 2017 |
| | 13 June 2013 | 14 June 2018 |
| | 12 June 2014 | 13 June 2019 |
| | 11 June 2015 | |

FUNCTION DELEGATED:

The authority to issue or modify or refuse to issue or modify an occupancy permit or a building approval certificate as prescribed by s58 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) that the applicant has complied with section 54 and that the building surveyor who signed the certificate of construction compliance or certificate of Building Compliance is an independent building surveyor in relation to the application
- (2) All transactions utilising this delegation are to be recorded by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) and (2) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011, s127(6)A.

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DELEGATE:

CEO

SUB-DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services