

<b>DA</b>	<b>BUILDING ACT 2011 - ISSUE AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE</b>	
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<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Building Services
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Building Services
<b>FILE NO.:</b>	086/005; 021/005
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10 September 2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

<b>Dates of Amendments / Reviews:</b>		
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	9 June 2016
	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