

<b>DA</b>	<b>BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR AN OCCUPANCY PERMIT AND BUILDING APPROVAL CERTIFICATE</b>	
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<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Building Services
<b>FILE NO.:</b>	086/003; 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 extend the duration of an Occupancy Permit and a Building Approval Certificate as prescribed by s65 of the Building Act 2011.

### **CONDITIONS/GUIDELINES:**

- (1) All relevant legislation, including Council's Town Planning Scheme No.3.
- (2) All delegates have the authority to extend the duration of an Occupancy Permit by up to 12 months
- (3) All delegates have the authority to extend a Building Approval Certificate for up to a maximum of 12 months beyond the expiration date of the original Building Approval Certificate.
- (4) Delegates can further impose conditions in relation to an extension of time.
- (5) 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.

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**AUTONOMY OF DISCRETION:**

As provided under legislation and Conditions (1) to (4) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Building Act 2011 s127(6)A, and any relevant Council Policy

**DELEGATE:**

CEO

**DELEGATE/S AUTHORISED:**

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