

DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR AN OCCUPANCY PERMIT AND 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.:	086/003; 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	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.

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- (5) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

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