

Building Consent Information for Applicants

1. Applications must be made on the prescribed form.
2. Please ensure your application is complete as incomplete applications will delay your consent. All parts of the form must be addressed although all parts may not be relevant to your project.
3. Provide a Certificate of Title (less than 6 months old)
4. Together with the completed application form there shall be the following as specified on the appropriate application checklist:
 - BAM002 – R (for residential applications) or
 - BAM002 – C (for commercial/Industrial applications)
5. **Plans to be kept on site**

One copy of all documentation will be returned. These documents will be endorsed by Council as being approved. A printed copy MUST be retained on the building site so the Building Official can record inspections and later issue a Code Compliance Certificate.
6. **Conditions and advice notes of consent**

All conditions and advice notes of the building consent must be met. **Inspections must be requested** as detailed in the building consent, with 48 hours notice given. Inspections requested and visits made when the work is not ready for inspection will be charged. An additional charge may be incurred where 24 hours notice of a cancelled inspection has not been given.
7. **Application fees**

The amount required will be based on the cost of work being undertaken and will consist of the Administration Fee and the PIM Fee (if applicable). (Refer to the current Schedule of Fees and Charges on the Council's website)
8. **Methods of payment**
 - Cash (available at counter only)
 - EFTPOS (at counter or online)
 - Credit Card (at counter or online)
 - Direct Credit to Account No: 03-15920521970-00 (Please include the name of applicant and the Building Consent Number (if known). If you do not know the building consent number, please enter the letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your account).
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