

Application Checklist

The various applications are available in both PDF and digital format and can be completed either manually or electronically. Upon completion the required forms can be scanned after signing and emailed to cs@ncl.net.au for processing. Before the application can be processed payment must be made either at the Nhulunbuy Corporation office or via credit/debit card over the telephone by calling (08) 8939 2200.

Applicants are advised that the information listed is the minimum required for attachment to an application. Further information and requirements are contained within the **Standard Planning, Development, Building and Demolition Conditions** form. Failure to provide the requested information may result in Nhulunbuy Corporation (NC) not accepting the application.

Development Permit	Information checklist
Proposals to Subdivide or Consolidate in accordance with the Nhulunbuy Land Development Policies (SPL214 and SPL250). A separate form is required for each type of proposal	Completed original Application for Development Permit plus four (4) copies and to include a statement describing the effect of the proposed development and referred to as Attachment D, and dimensioned plans referred to as Attachment F.
	Written consent of lease holder of land/building if not owner. <i>(Permission is sought from Rio Tinto Alcan (RTA) for RTA owned properties)</i>
	An original plus four (4) copies of plans and drawings to a scale not less than 1:500, of which two (2) copies must be of A3 size. The plans and drawings are to show the information outlined in Guide to Attachment F section of the application form.
	For applicable proposed constructions a Section 40 Engineers Certificate showing that proposed building work is Region "C" Terrain 2.5 Tropical Cyclone rated as described in the National Construction Code of Australia
	Payment of fees as prescribed.

Minor Work	Information checklist
Non Rio Tinto Alcan Properties: Free-standing carports & garden sheds <\$10,000; shipping container installations; above-ground swimming pools; shade sails; driveways; fencing; retaining walls; satellite dishes; flagpoles etc.	Completed Minor Works Application to include application for Excavation Permit <i>(if applicable)</i> and Cyclone Management Plan <i>(if works are conducted between 1 November and 30 April inclusive)</i> .
	For satellite dish installations a completed Satellite Dish Supplementary for MWA form must be submitted with the application
	Written consent of lease holder of land/building if not owner. <i>(Permission is sought from Rio Tinto Alcan (RTA) for RTA owned properties)</i>
	Site plan in duplicate to scale not less than 1:500. Dimensions to show the size of the allotment, the location of existing and proposed building work, vehicle crossover locations and current/proposed stormwater drainage systems.
	Standard drawings and/or plans <i>(may be available from NC)</i> .
	For applicable constructions a Section 40 Engineers Certificate showing that proposed building work is Region "C" Tropical Terrain 2.5 Cyclone rated as described in the National Construction Code of Australia
Payment of fees as prescribed.	

Group 1 Minor Work	Information checklist
Rio Tinto Alcan Properties: Free-standing carports & garden sheds <\$10,000; shipping container installations; above-ground swimming pools; shade sails; driveways; fencing; retaining walls; satellite dishes; flagpoles etc.	Completed Building Application to include application for Excavation Permit (<i>if applicable</i>) and Cyclone Management Plan (<i>if works are conducted between 1 November and 30 April inclusive</i>).
	For satellite dish installations a completed Satellite Dish Supplementary for MWA form must be submitted with the application
	Written consent of lease holder of land/building if not owner. (<i>Note: Permission is sought from RTA for RTA owned properties</i>)
	Site plan in duplicate to scale not less than 1:500. Dimensions to show the size of the allotment, the location of existing and proposed building work, vehicle crossover locations and current/proposed stormwater drainage systems.
	Standard drawings and/or plans (<i>may be available from NC</i>).
	For applicable constructions a Section 40 Engineers Certificate showing that proposed building work is Region "C" Terrain 2.5 Tropical Cyclone rated as described in the National Construction Code of Australia
	Payment of fees as prescribed.

Group 2 Building Work	Information checklist
Minor constructions or additions including attached carports and garden sheds >\$10,000; patios; verandahs; pergolas; in-ground swimming pools	Completed Building Application to include application for Excavation Permit (<i>if applicable</i>) and Cyclone Management Plan (<i>if works are conducted between 1 November and 30 April inclusive</i>).
	Written consent of lease holder of land/building if not owner. (<i>Note: Permission is sought from RTA for RTA owned properties</i>)
	Site plan in duplicate to scale not less than 1:500. Dimensions to show the size of the allotment, the location of existing and proposed building work, vehicle crossover locations and current/proposed stormwater drainage system
	Standard drawings and/or plans (<i>may be available from NC</i>) and Inspection and Test Plans (<i>if applicable</i>).
	For applicable constructions a Section 40 Engineers Certificate showing that proposed building work is Region "C" Terrain 2.5 Tropical Cyclone rated as described in the National Construction Code of Australia
	Payment of fees as prescribed.

Group 3 Building Work	Information checklist
Residential dwellings Residential additions e.g. additional room, breezeway enclosing	Completed Building Application to include application for Excavation Permit (<i>if applicable</i>) and Cyclone Management Plan (<i>if works are conducted between 1 November and 30 April inclusive</i>).
	Written consent of lease holder of land/building if not owner. (<i>Note: Permission is sought from RTA for RTA owned properties</i>)
	Site plan in duplicate to scale not less than 1:500. Dimensions to show the size of the allotment, the location of existing and proposed building work, vehicle crossover locations and current/proposed stormwater drainage system
	Properly prepared plans in duplicate to a scale of not less than 1:200 showing construction details such as footing sizes, building member sizes /spacing, fastening details and roof/ wall cladding profiles. Completed Inspection and Test Plans for the project.

	For applicable constructions a Section 40 Engineers Certificate showing that proposed building work is Region “C” Terrain 2.5 Tropical Cyclone rated as described in the National Construction Code of Australia
	Payment of fees as prescribed

Group 4 Building Work	Information checklist
Industrial and commercial buildings such as factories, warehouses, storage sheds, school buildings and additions/renovations of same	Completed Building Application to include application for Excavation Permit (<i>if applicable</i>) and Cyclone Management Plan (<i>if works are conducted between 1 November and 30 April inclusive</i>).
	Written consent of lease holder of land/building if not owner. (<i>Note: Permission is sought from RTA for RTA owned properties</i>)
	Site plan in duplicate to scale not less than 1:500. Dimensions to show the size of the allotment, the location of existing and proposed building work, vehicle crossover locations and current/proposed stormwater drainage system
	Properly prepared plans in duplicate to a scale of not less than 1:200 showing construction details such as footing sizes, building member sizes /spacing, fastening details and roof/ wall cladding profiles. Completed Inspection and Test Plans for the project.
	Section 40 Engineers Certificate showing that proposed work is Region “C” Terrain 2.5 Tropical Cyclone rated as described in the National Construction Code of Australia and Building Certifiers certification of all drawings and all relevant certificates to support application.
	Payment of fees as prescribed

Demolition Proposal	Information checklist
Demolition/removal of all buildings and/or structures	Completed Demolition Proposal Application to include application for Excavation Permit, an Asbestos Management Plan (<i>if applicable</i>) and Cyclone Management Plan (<i>if works are conducted between 1 November and 30 April inclusive</i>).
	Written consent of lease holder of land/building if not owner. (<i>Note: Permission is sought from RTA for RTA owned properties</i>)
	Where only part of a building is to be demolished or removed, calculations or other written information that shows that the remaining parts of the building will comply with the cyclonic structural requirements of the Building Code of Australia after the proposed demolition or other building work is performed
	Payment of fees as prescribed.

GUIDANCE NOTES

ELECTRICAL DRAWINGS

The quality and standard of electrical drawings being submitted for approval is in many cases substandard and lack full detail. The following information and drawings are required for checking:

- Single line diagrams of the electrical circuit.
- Electrical equipment list (e.g. motors, GPO's)
- Maximum demand calculations in accordance with Australian Standard AS3000
- Plot plan showing the location of all structures and the position of the point of attachment.

Poor quality sketches are no longer acceptable. Any modifications to the original plans must be approved or final connection will not be made.

The procedure for electrical installations is clearly outlined in the Electrical Contractors guidelines issued by the Power and Water Authority. Failure to comply with these regulations will result in RTA refusing to connect supply.

All electrical inspections will be carried out by RTA Maintenance Department. **At least seven (7) working days' notice is required for inspections.**

Electrical inspections must be done prior to walls and ceilings being lined and reasonable access must be provided for inspections. The final inspection shall be after the completion of all electrical work. If partial energisation is required prior to the completion of the Electrical Work PAWA's Contractor's Bulletin CB 6 outlines the required procedures.

BASIC STRUCTURAL INFORMATION REQUIRED FOR DWELLINGS AND OUTBUILDINGS

- Roof sheeting material
- Sheeting to batten connection
- Batten material, dimension, span and spacing
- Batten to rafter/trusses connection
- Rafter sizes, spacing, span, connection to wall/column and rafter to ridge beam
- Holding down of roof detail and bracing
- Ridge beam sizes, span and connection. Ridge beam holding down and support details
- Wall details (e.g. sheeting, block work)
- Wall to footing detail
- Floor material and specifications
- Footing sizes and specifications
- Window and door opening details, lintel specifications and associated details
- Plumbing and drainage details
- Electrical installation plan and specific details

Refer to Standard Planning, Development, Building and Demolition Conditions for any further information