

Application for Building, Plumbing and Drainage Approval

OFFICE USE ONLY	BA Number	
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APPLICANT DETAILS

Name		Application Date	
Postal Address			
Phone Bus No.		Mobile Phone No.	
Email Address			

DETAILS OF PROPERTY

Lot No.		Street No.	
Address			

LESSEE/SUB LESSEE OF PROPERTY

(Applications for non-Rio Tinto Alcan Gove [RTAG] properties must be authorised by the property owner)

RTAG property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Non RTAG property - Name of sub-lease holder:	Approval Letter obtained <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Attach copy if yes	
Postal Address		Phone No.
Email		Mobile No.

TYPE OF BUILDING WORK

Tick here

Group 1 Minor Works <i>(Refer to Type of building works sheet for specific scope of works)</i>	Free-standing carports & garden sheds <\$10,000; shipping container installations; above-ground swimming pools; shade sails; driveways; fencing; retaining walls; satellite dishes; flagpoles etc.	
Group 2 <i>(Refer to Type of building works sheet for specific scope of works)</i>	Minor buildings or additions including attached carports and sheds >\$10,000; patios; verandahs; pergolas; in-ground swimming pools	

Group 3 <i>(Refer to Type of building works sheet for specific scope of works)</i>	Residential dwelling and major additions including additional rooms, breezeway enclosures <i>(Before submission to NC for a building application, approved documents in accordance with the National Construction Code to be issued by an NT registered building certifier including relevant Section 40 Design Certificates. The building certifier is responsible for any required inspections and issuing the Occupancy Certificate at the completion of the works)</i>	
Group 4 <i>(Refer to Type of building works sheet for specific scope of works)</i>	Industrial and commercial buildings and additions, including warehouses, factories, food service premises and additions/renovations of such <i>(Before submission to NC for a building application, approved documents in accordance with the National Construction Code to be issued by an NT registered building certifier including relevant Section 40 Design Certificates, NTFRS & other Regulatory Authority Reports. The building certifier is responsible for any required inspections and issuing the Occupancy Certificate at the completion of the works)</i>	

Nature of Construction	New	Additions/Alterations	Repair & Maintenance	Conversions	Demolition	Removal
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A brief description of Works						
New floor area in square metres (include verandahs/attached carport if covered by this certification)					sqm	
Proposed use on completion of works	e.g. – Residence, Storage, Workshop, Business (nominate type of business to be carried out) etc.			Value of building works	\$	
Excavation Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>		Excavation Permit Application is Attached		Yes <input type="checkbox"/> No <input type="checkbox"/>	

NT REGISTERED BUILDING CERTIFIER

Name of Building Certifier		Registration No.	
Firm or Company name		Registration No.	
Email Address		Mobile No.	
Postal Address		Phone No.	

BUILDER DETAILS

Firm or Company name			
Registration No.		Mobile No.	
Email Address		Phone No.	
Postal Address			

PLUMBER DETAILS

Name of Plumber/Designer					
Registration No.		Mobile No.			
Email Address		Phone No.			
Postal Address					
Septic Tank Installation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes - Source of Water eg mains/bore/roof	Size of Septic Tank	litres

ACKNOWLEDGEMENT

I acknowledge that all works undertaken will conform to the requirements of the current **National Construction Code of Australia**, the conditions of the **Building Permit** and the **Standard Planning Development Building and Demolition Conditions**. Any building work as described in **Group 3** or **4** must be certified by a registered building certifier for the Northern Territory (including relevant Section 40 Design Certificates, NTFRS & other Regulatory Authority Report).

Any damage caused to services or mains water infrastructure is my responsibility.

Any proposed works which fall within the scope of the *Construction Industry Long Service Leave and Benefits Act* must be notified to NT Build by lodgement of the required Project Notification Form. Payment of any levy must be made prior to the commencement of any construction activity. NT Build should be contacted via email http://www.ntbuild.com.au/ntbuild/publications_forms/sitealert_changes-to-NTBuild_201404.pdf or by phone on 08 89364070 to determine if the proposed works are subject to the Act

Details of this building application may be passed onto the Australian Bureau of Statistics for the purpose of publishing aggregated statistics.

APPLICANT TO SIGN

	/ /20
Signature	Date

OFFICE USE ONLY

PAYMENTS DETAILS

Amount Paid \$		Receipt No.		Payment Date	
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BUILDING APPROVAL

<input type="checkbox"/> Granted	Notes:	<input type="checkbox"/> Refused	Notes:
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nhulunbuy corporation

Application for Water Supply / Sewer Connection

BA

I hereby apply to have the Water and/or Sewer connected to:

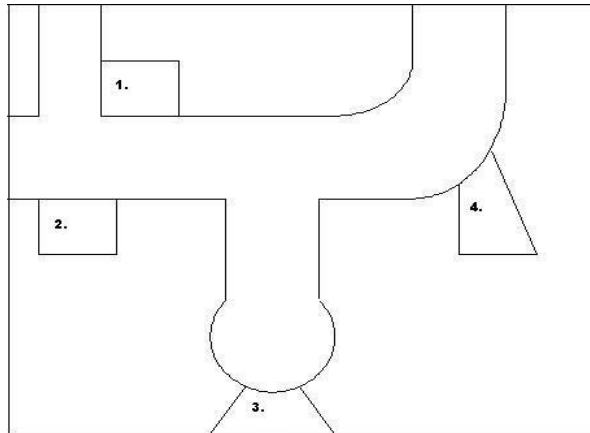
Lot Number Address

Owners Name

Select Allotment nearest in a situation to yours

1. Corner Position
2. On straight of St
3. End of Close
4. On bend

Indicate your preferred meter location



Water Meter Fee – refer to fee guidelines

20mm 25mm 40mm 50mm

Paid in Building Application

Contact Nhulunbuy Corporation when sewerage location service is required

Signature Date

OFFICE USE ONLY

Date Received	<input type="text"/>	Receipt No.	<input type="text"/>
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INFRASTRUCTURE

Works Supervisor's name	<input type="text"/>	Signed	<input type="text"/>	Date	<input type="text"/>
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CONNECTION COMPLETED

Water Meter Number	<input type="text"/>	Start Reading	<input type="text"/>		
Sewer	<input type="text"/>				
Plumber's name	<input type="text"/>	Signed	<input type="text"/>	Date	<input type="text"/>

PROPERTY DATABASE UPDATED

Property Officer's name	<input type="text"/>	Signed	<input type="text"/>	Date	<input type="text"/>
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Building Application Cost Sheet 2020

- * To be completed by applicant.
- * All amounts are **GST inclusive** unless otherwise noted.
- * Building application fees are a **NON-REFUNDABLE** payment. If your application is withdrawn or rejected, reimbursement will not occur.
- * Performance Bonds will be **REFUNDED** on issue of completion certificate.
- * Headworks/Kerb bond will be **REFUNDED** when no damage to headworks/kerbing has occurred otherwise bond will be deducted from the cost of repairs.
- * The area taken for calculation purposes is the 'under roof' area or, where not covered, the actual work area to be constructed.

	GST Exclusive [A]	GST Inc. Amount [B]	
Note: Retrospective BA (application after work done) \$double below			
Group 1: Free-standing carports & garden sheds <\$10,000; shipping containers; above-ground swimming pools; shade sails; driveways; fencing; retaining walls; satellite dishes; flagpoles etc. at Rio Tinto Alcan Gove properties			
Application Fee Other \$331.00 (NCL to certify the works in accordance to NCC)		\$	[1]
Performance Bond (refundable) No GST NO CHARGE	no charge		[Trust]
Group 2: Minor buildings or additions including attached carports and garden sheds >\$10,000; patios; verandahs; pergolas; in-ground swimming pools			
Application Fee \$397.00 (NCL to certify the works in accordance to NCC)		\$	[2]
Performance Bond (refundable) No GST \$NO CHARGE	no charge		[Trust]
Group 3: Residential dwellings and major additions, including additional rooms, breezeway enclosures etc			
Application Fee:			
Uncertified: Group 3 = \$695.00 (NCL to certify the works in accordance to NCC)		\$	
<i>*Only certain scope of works can be certified by NCL.</i>			
Area of Building - Group 3 <input style="width: 100px;" type="text"/> m ² @ \$2.20/m		\$	[3B]
Certified: Group 3 = \$300.00 (Certified by NT Registered Building Certifier)		\$	[3A]
Performance Bond (refundable) No GST \$308.00	\$		[Trust]
Headworks/Kerb Bond (refundable) No GST \$500.00	\$		
Group 4: Industrial and commercial buildings or additions			
Application Fee:			
Uncertified: Group 4 = \$1,058.00 (NCL to certify the works in accordance to NCC)		\$	
<i>*Only certain scope of works can be certified by NCL.</i>			
Area of Building - Group 4 <input style="width: 100px;" type="text"/> m ² @ \$4.00/m		\$	[4B]
Certified: Group 4 = \$400.00 (Certified by NT Registered Building Certifier)		\$	[4A]
Performance Bond (refundable) No GST \$308.00	\$		[Trust]
Headworks/Kerb Bond (refundable) No GST \$500.00	\$		[Trust]
All Groups: Photocopy and Admin Fees			
Admin Fee - Copy of Building Plans incl GST \$NO CHARGE		\$	
A4 Photocopy incl GST \$1.10 per copy <input style="width: 50px;" type="text"/> @ \$1.10		\$	
A3 Photocopy incl GST \$1.10 per copy <input style="width: 50px;" type="text"/> @ \$1.10		\$	
Water Meter Fee			
20mm = \$1070.00, 25mm = \$1483.00, 40mm = \$2673.00, 50mm = \$3342	<input style="width: 50px;" type="text"/> mm	\$	
<i>* To be accompanied by completed 'Connection of Water Supply/Sewer' form</i>			
Water Meter Reading fee incl GST \$22.00		\$	
Re-read of Water Meter at Clients Request fee incl GST \$43.00		\$	
Placement of Water Flow Restrictor incl GST \$264.00		\$	
Reconnection of Water Supply incl GST \$136.00		\$	
Water Meter Test - 20mm and 25mm (Refunded if meter is faulty) incl GST \$132.00		\$	
Water Meter Test - 40mm and 50mm (Refunded if meter is faulty) incl GST \$226.00		\$	
Totals for GST Exclusive or not applicable column	\$		
Totals or GST Inclusive column		\$	
Total Amount Due	Overall Total for Columns [A]+[B]		\$ -

Office Use Only

Trust Account Numbers:	Performance Bond & Headworks/Kerb Bond	<input style="width: 100%;" type="text"/>
	Builder's Power Pole	<input style="width: 100%;" type="text"/>
	Receipt Number:	<input style="width: 100%;" type="text"/>

Copy of Document to Property Clerk if: Water Meter Power or Builder's Power Pole

CYCLONE MANAGEMENT PLAN

A Cyclone Management Plan is required for all building or demolition work conducted between the months of November and May (inclusive) within the Nhulunbuy Town Lease or Industrial Estate Lease areas.

Name of Applicant / Representative:		Phone:		Date:	/ / 20.
Registered Name of Company / Organisation Conducting Works:					
Description of Proposed Works:					
Location of Proposed Works:					

CYCLONE WATCH

Within 48 hrs but not expected within 24 hrs

- Advise employees of cyclone status
- Check fuel levels in all vehicles
- Tie down all loose items and remove all loose rubbish to local refuse tip
- Ensure that all machines and all vehicles are fully fuelled and operational
- Monitor radio and/or social media for updates

CYCLONE WARNING

Expected within 24 hrs

- Advise employees of cyclone status
- Check site to ensure all loose items are secured and/or tied down
- Move all vehicles and machinery to a safe area
- Monitor radio and/or social media for updates

ACTIVATION - CYCLONE IMMINENT

Expected within 12 hrs

- Advise employees of cyclone status
- Brief all staff and stand-down for home preparation
- Lock all gates and secure site
- Move to a safe shelter

ALL CLEAR

- Advise employees of cyclone status
- Check all equipment and vehicles before resuming work
- Check for any damage at work site
- Report damage to work site/vehicles and/or machinery to Nhulunbuy Corporation

I have read and understood the requirements and provisions of this plan.

Applicant / Representative:

Signed _____

Name

Date: / / 20.

EXCAVATION PERMIT Identification of NCL & RTA assets

An Excavation Permit is required for any excavation of ground within Special Purpose Lease 214 (Town),
250 (Industrial Estate) or the Airport (SML11)

Section 1: TO BE COMPLETED BY THE APPLICANT

Excavation Permit No. **EX** _ _ _ _ _

Name:		Phone:		Date:	/ / 20
Address of proposed excavation:	Lot	House No.			
Reasons for proposed excavation:					
E-mail:					

Provide a map location of the exact excavation in relation to the proposed site (Google map or sketch drawings with measurements accepted)

Section 2: TO BE COMPLETED BY THE NHULUNBUY CORPORATION

A Nhulunbuy Corporation Infrastructure (NCL) Team representative has reviewed the documentation currently held by Nhulunbuy Corporation to identify any sewage and/or water services on the nominated site.

- Position of water and sewer piping identified (**NCL assets only**)
- Survey required before back fill
- HV/LV Assets identified in area and RTA notified (**Rio Tinto assets only**)

Site inspection comments/Special conditions

Signed: _____ Name: _____ Date: / / 20

Disclaimer: Information provided by the NCL is indicative only. Identifying the actual location of the services remains the responsibility of the applicant. The issue of this permit by the Nhulunbuy Corporation does not indemnify the applicant and/or any persons employed by them from any liability relating to any injury to persons, or damage to property, as a result of any excavations carried out at the identified site.

Section 3: TO BE COMPLETED BY THE APPLICANT

- The Applicant is to provide a site plan showing distances of excavations from property boundaries.
- The Applicant is to provide a detailed description of the works including any plans or drawings.
- All signatures on this form must be completed before excavation commences and a copy of the completed form must be held by the supervisor on the site of the excavation at all times.
- It is the responsibility of the applicant to contact **Dial Before You Dig** to ensure adequate identification of Telstra and NBN services in the excavation area. Information must be attached to this application.
- It is the responsibility of the applicant to engage a suitable contractor to ensure adequate identification of any domestic electrical & other services on the site prior to any excavation taking place.**
- It is a condition of this permit that any road crossings will be backfilled with lean-mix concrete up to 40mm from the top of the excavation, and the remaining 40mm will be filled with compacted bituminous pre-mix asphalt to the satisfaction of the Nhulunbuy Corporation. ****The Manager Strategic Infrastructure is to be consulted prior to any works commencing on road crossings**.**
- I have read and understood the conditions associated with the granting of this Excavation Permit.***

Signed: _____ Name: _____ Date: / / 20

Fee (as per current fee schedule) payable on submission of application.

<i>Fee Payment Details</i>	<i>Fee Paid: \$</i>	<i>Date Paid / /20</i>	<i>Receipt no.</i>
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For enquiries please contact the Compliance & Development Officer on 8939 2200 or via email to office@ncl.net.au Revised April 2020

Permit Number:		Date Required:	
<p align="center">An excavation permit is required for all work involving excavation of ground within Gove Operations boundaries (48 hours min notice required). This permit MUST commence within 15 days from the date of "Authorise to Issue" to be valid or a new permit shall be obtained.</p>			
Request for permit			
Applicant Name:		Signature:	
Company:		Date:	
Phone:		Location:	
Drawing / sketch no:		Service Order No:	
Work to be carried out (ensure the excavation site is marked to show the location of known services / obstructions):			
Work methods and special controls to be adopted:			
Does this excavation involve high voltage cable above/below ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Vicinity Permit is required.			
Do the works involve vegetation removal/clearing? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , a Vegetation Clearing Permit is required.			
Do the works potentially impact culture/heritage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Cultural/Heritage approval is required.			
Is work within 50m of RDA pond? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , geotechnical review required in accordance with OIM-RDA-001			
Is this an NCL associated permit (town, industrial, or airport) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Data search / site detections			
Composite services coordinator (CSC)	Drawing & database check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Site detection carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Sketch of excavation site provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Checklist completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineering superintendent	Site survey required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Vegetation permit received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Cultural/Heritage approval received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Geotech review received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Authorised for Issue	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
Approval before work can commence			
Supervisor of work	Site information checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work methods determined	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Confirmed Hazardous Energy Requirements with Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area approval obtained to enter and conduct work	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contractor / excavator	Acceptance of job	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
<p>Note: excavation permit (EP) shall be displayed at the excavation site.</p> <ul style="list-style-type: none"> • An observer is required when using mechanical equipment during an excavation. • Unless noted otherwise above or directed by HV personnel, mechanical excavating shall cease 200mm above or adjacent to indicated service position and its true position identified using handtools. • Due care to be taken during excavation - unknown or unidentified services may be present. • Should any unrecorded services (cable/pipe), obstructions or contaminated site be observed / damaged during excavation - excavation work is to cease immediately and the supervisor of works notified. • Should any item of potential archaeological or cultural significance (Aboriginal artefact) be observed during excavation - excavation work is to cease immediately and the supervisor of works notified. • Only once the service/obstruction has been inspected, identified, and made safe can the excavation recommence. 			
Completion of works			
Supervisor of work	Notify surveyor to conduct survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Backfill and site cleanup	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	EP forwarded to CSC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area contacted to confirm work is completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

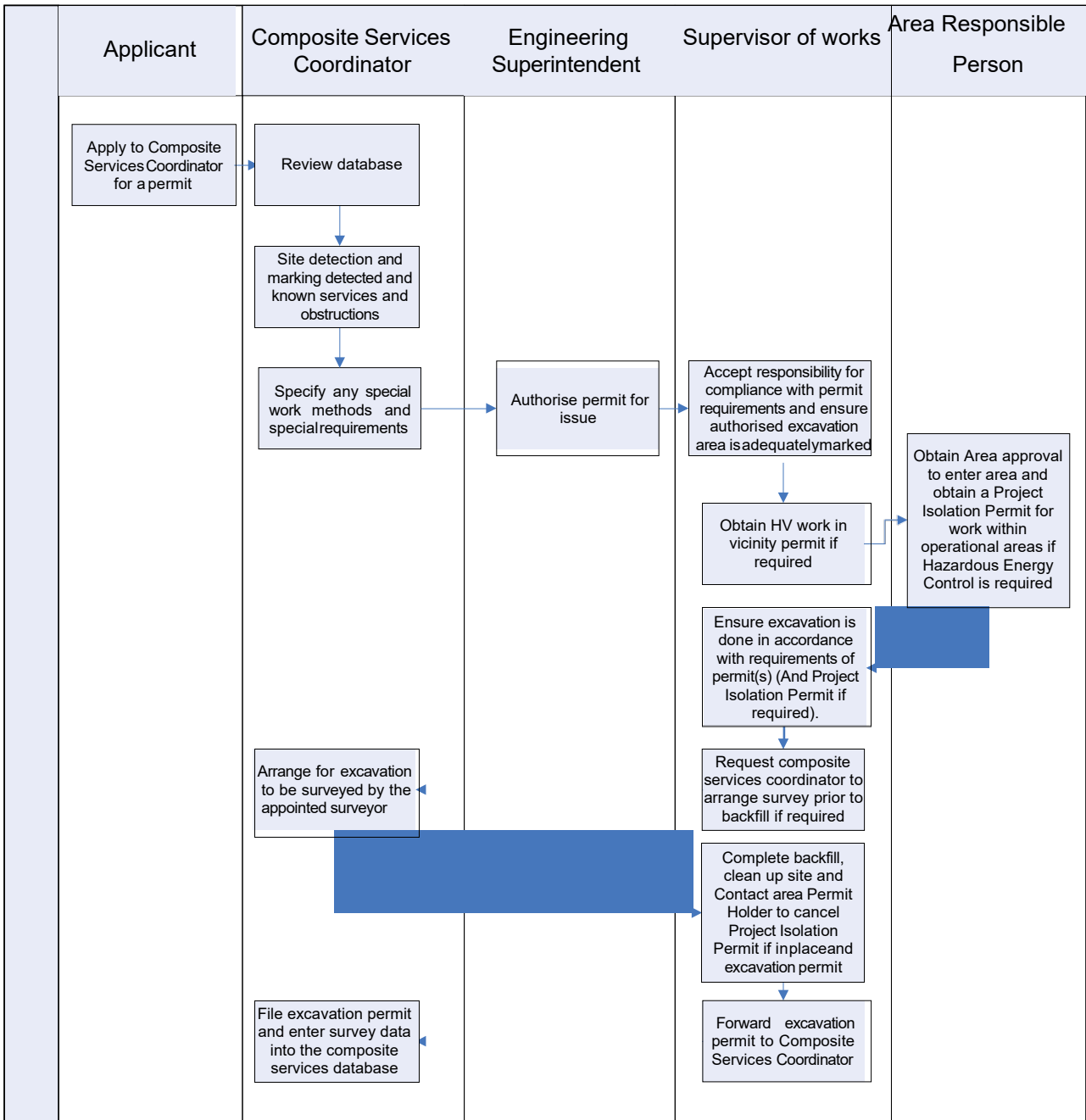
Document Owner:	Senior Engineer – Mechanical	Authorised By:	Engineering Superintendent
Rev No: 10	Date of Issue: 10/07/18		Page 1 Of 2

Check the Gove Document Register to confirm that this is the current revision of this document

Note: No excavation is to be backfilled until a survey of services installed or exposed during excavation is completed.

- Failure to comply with the above procedure will result in the re-opening of the excavation to confirm the location of the buried services at the contractor/excavator's cost.

Composite services coordinator	Survey data received from surveyor and entered into the composite services database. <input type="checkbox"/> Yes <input type="checkbox"/> No Provide copy of completed permit to NCL if for town, industrial or airport. <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Signature	Date



Document Owner: <i>Senior Engineer – Mechanical</i>	Authorised By: <i>Engineering Superintendent</i>
Rev No: 10	Date of Issue: 10/07/18
Page 2 Of 2	

Check the Gove Document Register to confirm that this is the current revision of this document

The following pages are for the applicant's information only. Do not include the following pages in the building application submission.

nhulunbuy corporation

Standard Planning, Development, Building and Demolition Conditions

GENERAL PROVISIONS:

1. These conditions are to be read and interpreted in conjunction with the Nhulunbuy Building Policy; the Planning and Development Policy and the Building Policy and Procedures.
2. The proposal must be developed in accordance with the details submitted to Nhulunbuy Corporation and approved plans in relation to Development Application number **DA** except where varied by written correspondence. Building approval is to be obtained from Nhulunbuy Corporation prior to the commencement of work pursuant to the development approval.
3. The proposal must be constructed in accordance with the details submitted to Nhulunbuy Corporation and approved plans in relation to Building Application number **BA** except where varied by the relevant permit and/or written correspondence.
4. The proposal must be demolished in accordance with the details submitted to Nhulunbuy Corporation and approved plans in relation to Demolition Application number **DMA** except where varied by the relevant permit and/or written correspondence.
5. For Rio Tinto owned properties approval is granted subject to compliance with Sodexo Nhulunbuy requirements as stated in their attached approval letter.
6. At the time of approval, all building works must comply with the current editions of the **National Construction Code (NCC)**, the **National Plumbing Code of Australia (NPCA)** and relevant **Australian Standards (AS)**. Compliance with the **Deemed-to-Satisfy Provisions** is deemed compliance with the performance requirements of the National Construction Code of Australia.
7. All works require a **Section 40 Structural Design Certificate** from an NT registered engineer showing that proposed building work is designed for Region C Terrain Category 2.5 Tropical Cyclone rated, must be provided.
8. The **Development Permit** is valid for a period of two (2) years from the date on the permit. All approved works are to adhere to the conditions contained within this document.
9. The **Building/Demolition Permit** is valid for a period of two (2) years from the date on the permit except in the case of Minor Works where the validation may be reduced to one (1) year. All works must be completed and a **Certificate of Completion** issued within the relevant time-frame. All approved works are to adhere to the conditions contained within this document.

10. An extension of up to one (1) year may be granted upon written application to Nhulunbuy Corporation prior to the expiry of a permit.
11. All works detailed in the approved plans/standard drawings and required by any conditions of the permit must be completed prior to the issue of a **Certificate of Completion**.
12. Construction/demolition materials and machinery must be kept within the worksite. All materials, sheds, skip bins, temporary toilets, spoil and the like shall be kept within the property. No vehicles or machines are permitted to stand or park on any footpath.

ABLUTIONS

13. Toilet facilities are to be provided at, or in the vicinity of, the worksite and where work involved in the erection or demolition of a building is being carried out, at a rate of one toilet for every twenty (20) persons or part of twenty (20) persons employed at the site. Each toilet provided:
 - Must be a standard flushing toilet, and be
 - Must be connected to a public sewer or to some other sewerage management facility and must be approved by Nhulunbuy Corporation.

CAR PARKING

14. All car parking areas, driveways, and vehicle manoeuvring areas must be constructed, sealed and drained in accordance with sound engineering practice, the Development Approval requirements and NCC guidelines, prior to the occupation or use of the development.
15. The driveways, parking areas, and vehicle manoeuvring areas must be maintained in good condition at all times.
16. During construction or demolition, a minimum of 1 car parking space per peak shift employee (including contractors) measuring not less than 3000mm x 6000mm must be provided on the approved site.
17. The car parking bays provided must be suitably line marked or delineated and the line marking or delineation of the bays must be maintained thereafter in good condition at all times.
18. All landscaped and grassed areas must be separated from adjacent driveways and parking areas by a suitable kerb or non-mountable device prior to the occupation of the project. Such kerbing or device must facilitate free movement of disabled persons.
19. Suitable wheel stops or bump bars must be placed in all parking spaces prior to the use of the car parking area.
20. Directional signs indicating the location of car parking spaces must be provided on the subject land and maintained in a clear and legible condition at all times.
21. The car parking area and access to such must be lit at least to the same intensity as adjacent public streets, and that the lighting is designed and located in such a way that adjacent properties, public spaces, and traffic are not inconvenienced by glare or overspill of light.
22. All materials and goods must at all times be loaded and unloaded within the confines of the subject land. The storage of materials and goods on the land in areas delineated for use for car parking is not permitted.

CARETAKER RESIDENCES – INDUSTRIAL ESTATE

23. No person shall reside in the caretaker residence without the written permission of Rio Tinto Alcan (RTA). An **Application for Caretaker SPL250** form is to be submitted prior to taking up residence for all new business or sub-lessee.
24. The caretaker residence is to be constructed in compliance with the National Construction Code (NCC) by submitting a building application. In the case of an existing dwelling, the owner must provide certification to show that the accommodation meets the current NCC requirements.
25. Accommodation will be for a maximum of two (2) residents only. Under no circumstances are children under sixteen (16) years of age be accommodated in the caretaker residence.
26. The sublease holder must advise RTA – Communities and Government Relations of any change in resident caretaker personnel.

CERTIFICATION

27. Nominated inspection stages are required to be conducted by NC Development & Compliance officer or the nominated Building Certifier as stipulated in the Building Permit conditions. No further works must proceed until the satisfactory of the inspecting person and an Inspection Certificate issued for that staged inspection.

A Final Inspection Certificate of works is issued upon the satisfaction of the final inspection of the works. The Final Inspection Certificate is mandatory in issuing the Certificate of Compliance.

Any structural deviation from the approved drawings will require a Section 40 Structural Construction Certificate for the changes. Any deviation to the NCC will require approval from the nominated building certifier or an amendment to the building permit with additional fees applied.

All documents and inspection photos are kept on building files as evidence of certification of works.

28. Projects under management by the NT Department of Infrastructure are subject to a strict inspection and compliance regime by building engineers and certifiers and are exempt from the requirement to provide ITPs. All certification documents including permits to be submitted to NC at the completion of the works.
29. In relation to Group 3 & 4 building projects the principal service provider is responsible for the inspection and certification of each inspection and test stage, witness and hold point. The inspection and certification are to be undertaken by a building certifier engaged by the principal service provider for that purpose.
30. Upon completion of the building/demolition works the applicant is to complete a **Declaration of Compliance** form declaring that the project has been completed in accordance with the approved application and to the National Construction Code. Upon receipt of the form and any required documents, the Development & Compliance Officer may issue a **Certificate of Completion** to indicate that the project has been finalised.

COMMUNITY CONSULTATION

31.

CYCLONES

32. All building and demolition applications, where work is to be conducted between the months of November and May, must have a completed **Cyclone Management Plan**

**This page is the applicant's information only. Not to be submitted part of the building application package.*

attached.

DEMOLITION

33. Demolition of existing buildings must be carried out strictly in accordance with **AS2601**.
34. It is the responsibility of the applicant to notify Nhulunbuy Corporation of any existing damage to public areas in the vicinity of the building site through the submission of a dilapidation report supported with suitable photographic records, prior to the commencement of any work. Any damage other than that noted prior to commencement of the demolition shall be the responsibility of the sub-lessee of the property for repair and/or reinstatement.
35. The applicant will ensure that the demolition contractor has a current public risk insurance coverage for a minimum of \$10 million. A copy of the policy must be submitted to Nhulunbuy Corporation prior to the commencement of demolition.
36. The applicant shall comply with the requirements of NT Worksafe.
37. An **Asbestos Management Plan**, compliant with the requirements of NT Worksafe, must be submitted if asbestos materials are discovered on-site prior to work either commencing and/or continuing.

DEPENDENT RELATIVE ACCOMMODATION

38. The occupants of the dependent relative accommodation must be direct relatives of the family occupying the main dwelling.

DRIVEWAYS

39. The vehicle crossover must be constructed of a minimum 150mm thick concrete reinforced with F82 reinforcing mesh.
40. The vehicle crossover must have a minimum width of 3500mm.
41. A layback must be provided from the bottom of the front face of the kerb. The layback must reach a minimum height of 100mm from the gutter invert at a distance of 500mm from the kerb.

ELECTRICAL

42. All electrical work is to be carried out by a registered electrician in compliance with **AS 3000** with an **Electrical Safety - Certificate of Compliance** issued on the NT Worksafe prescribed form. The form can be downloaded from the following link:
<http://www.worksafe.nt.gov.au/PDF%20Conversion/electrical-safety-certificate-of-compliance.pdf>
43. For any new connection to the RTA power distribution network or any electrical load associated with new developments requiring NC approval a **New Power Connection** form must be submitted for consideration by RTA.
44. If any electrical works such as air conditioners, fans, lights, GPOs etc. are proposed to be installed in association with the construction, a **Proposed Maximum Demand Power Calculation** form (supplied by an electrician and in accordance with **AS 3000**) must be submitted and authorisation will be required from RTA prior to any works of this nature commencing.

ENVIRONMENT

45. All scarring or physical disturbances of the land during any excavation work must be restricted to only that which is shown on the approved plans and only as required for building work and/or access purposes. All exposed excavations and fill must be covered with topsoil and planted with native ground cover vegetation which will screen the changed landforms and prevent erosion with six (6) months of the excavation work

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taking place.

46. Vegetation clearance work must not be undertaken on the site until the start of building works is imminent and only for the area approved by Nhulunbuy Corporation and/or RTA for the location of the proposed building work.
47. Vegetation must be removed in strict accordance with the approved plans.
48. Erosion control measures must be maintained throughout the progress of the approved works.

EXCAVATIONS

49. An excavation permit must be obtained prior to any groundworks commencing on site. The **Excavation Permit Application** must be completed and lodged with the Building Application.
50. The Nhulunbuy Corporation will issue an Excavation Permit for water and sewer services **ONLY**. It is the responsibility of the applicant to identify if there are any other services, e.g. electrical, communications etc., prior to commencing any works.
51. All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

EXISTING TREES

52. All existing trees within the subject site not directly affected by site work and building work must be protected during the undertaking of works and retained.
53. The footings of the proposed development must be designed having regard for the existing trees on the site which are proposed to be retained in the approved plans as well as proposed supplementary landscaping and streetscaping involving tree planting incorporating the likely growth of those trees.

FENCING

54. Construction of fences must be in compliance with the Nhulunbuy Corporation Fencing Policy adopted on 18 November 2015 which includes the following provisions:

Front Fence - Maximum height of 1200mm, setback from the road or front boundary by 3 metres with an extra .5 metre setback if there is any infrastructure on the property (e.g. a power pole). The fence must be constructed of a material which does not adversely impact the aesthetics of the area and not is a full block-out style (e.g. brick, block or colour bond).

Side and Rear Fence – Maximum height of 1800mm.

Industrial Estate: - Maximum height of 2800mm on all boundaries.

55. All fences are to be constructed with appropriate cyclone rated material.

FLOOD LIGHTING

56. Floodlighting must be restricted to that necessary for security purposes only and must be directed and shielded in such a manner as to cause no light overspill nuisance of residential development.

HOURS OF WORK

57. All works shall be carried out between the following hours:

Monday to Friday	7:00 am – 6:00 pm
Saturdays	8:00 am – 1:00pm
Sundays and Public Holidays	No work permitted

58. Requests to work outside of these hours are to be made in writing addressed to the

Senior Compliance Regulatory & Risk Advisor. Each request will be assessed on its merits.

LANDSCAPING

59. The proposed landscaping must be established on the site in accordance with the approved plans prior to occupation of the development and must be maintained in good order at all times. Any such landscaping must be replaced if it dies or becomes seriously diseased.
60. The surroundings of the building must be planted with trees and shrubs which when mature will screen the building and enhance the amenity of the development without increasing fire danger and such trees and shrubs must be maintained in good health and condition thereafter.
61. Existing trees which are to be retained in accordance with approved landscaping plans for the subject site must not be damaged or removed (including root damage).
62. Trees of an appropriate indigenous species and local provenance must be established within the property to compensate for the loss at a rate of two replacement trees for every tree removed.
63. A re-vegetation management plan must be prepared and submitted to Nhulunbuy Corporation within three (3) months of the work taking place.

LAND USE

64. The building herein approved not to be used for human habitation.
65. The building herein approved must only be used for private domestic purposes associated with the dwelling on the subject land.
66. All rubbish, ruinous or dilapidated materials shall be removed from the land.

MINIMUM SETBACKS

67. Nhulunbuy Township:

- Side and rear boundaries 1500mm
- Front setback for open structure 4000mm
- Front setback for an enclosed structure 7500mm

68. Industrial Estate:

- Side and rear boundaries 3000mm
- Front setback from the kerb on JohnFlynn Drive 6000mm
- Front setback from all other thoroughfares 3000mm
- From the rear of front adjoining lot(if applicable) 4000mm

MATERIALS AND FINISH

69. The external appearance, materials, colours and finishes of the new structure/building work must match or blend with the principal building as near as practical and be of a non-reflective finish.
70. The proposed development must be painted to match or complement the paintwork of the principal building.
71. The structure must be clad with pre-painted material or material painted with a non-reflective cover.
72. All freestanding sides of the structure must remain open.
73. All external roof sheeting and wall cladding must be of sound undamaged materials of uniform colour and appearance.

NTG REQUIREMENTS

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74. Any proposed works which fall within the scope of the Construction Industry Long Service Leave and Benefits Act must be notified to NT Build by lodgement of the required Project Notification Form. Further information can be obtained from the following website: http://www.ntbuild.com.au/ntbuild/publications_forms/sitealert_changes-to-NTBuild_201404.pdf.

PLUMBING

75. An **Application for Water Supply/Sewer Connection** form is to be lodged with the Building Application if the project requires connection to one or both of these services.
76. All plumbing and drainage work is to be carried out in accordance with the **National Plumbing Code of Australia** (NPCA) of the NCC and in compliance with **AS 3500**. The plumbing design works is to be accompanied by a **Section 40 Design Plumbing certificate issued by an NT registered plumber**.
77. On completion of the plumbing and drainage works, a **Sewerage Service Diagram** is to be provided by a licenced plumber which clearly identifies all works (both new and existing). The information on the diagram must be in black ink, be drawn to a scale of 1:100 or 1:200 and include:
- As completed drainage and piping sizes (internal and external)
 - Correct abbreviations to label fixtures
 - Details of the septic tank system
 - Street number
 - Street name
 - Town
 - Licensee details
 - North Point
 - Date of drainage completion

SEWER CONNECTION

See **PLUMBING**.

SHADE SAILS

78. All shade sails must be removed during high winds or upon notification of a cyclone warning for Nhulunbuy

79. SHIPPING CONTAINERS

80. Only one shipping container per residential allotment is permitted.
81. The shipping container is being used for the purpose of private domestic storage only. Any other proposed use must be nominated on the application upon submission to Nhulunbuy Corporation for consideration.
82. A shipping container that has been commercially modified to provide an accommodation unit will be permitted, subject to the Nhulunbuy Corporation's Building Application process, as a caretaker residence on lots in the Industrial Estate only.
83. The shipping container will be painted in a dark recessive colour and shall be in good condition prior to its location on the allotment.
84. The shipping container must be suitably screened from public view through the provision of landscape screening. The landscaping shall be in place and established prior to the issuing of a **Certificate of Completion**.
85. The shipping container must be fixed to ground screws, or suitable concrete footings, using the following:

- a. 12mm shackle
 - b. 16mm diameter wire rope or 10mm steel chain; and
 - c. 12mm turnbuckle to tension ties
86. The doors of the shipping container are to be fitted with a device for holding them in an open position for safety in the event of strong winds during periods when the doors may be open and so persons are not trapped inside due to the doors slamming shut.

SIGNAGE

87. The signage and its support structure must be erected to comply with **AS1742 - Manual of Uniform Traffic Control Devices**.
88. The main structural frame must be painted to complement or blend with the main colour scheme adopted for the sign and be kept in good repair at all times.

SWIMMING POOLS

89. Swimming and spa pool fencing/safety barriers must be provided and installed in accordance with the **AS 1926.1**.
90. All pool filter backwash systems are to be connected to the stormwater disposal system. Backwash systems must not be discharged to the sewerage system.

WATER CONNECTION

See **PLUMBING**.

WINDOWS

91. Upper storey windows of the dwelling must comprise of fixed translucent glazing or fixed shutters to a minimum height of not less than seventeen hundred (1700) mm from the finished floor level (or compliance with NCC Volume 2 clause 3.9.2.5 Protection of openable windows)

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 compliance@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 leaseholder 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 the Guide to Attachment F section of the application form.
	Payment of fees as prescribed.

Group 1	Information checklist
Free-standing carports & garden sheds <\$10,000 ; shipping container installations; above-ground swimming pools; shade sails; driveways; fencing; retaining walls; satellite dishes; flagpoles etc. <i>(Refer to Type of building works sheet for specific scope of works)</i>	Completed Building Application to include an 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 leaseholder 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 Structural 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.	

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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 <i>(Refer to Type of building works sheet for specific scope of works)</i>	Completed Building Application to include an 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 leaseholder 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 Structural 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 <i>(Refer to Type of building works sheet for specific scope of works)</i>	Completed Building Application to include an 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 leaseholder 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 the 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 Certificates (Structural & Plumbing) showing that proposed building work complying with the relevant Australian Standards as described in the National Construction Code of Australia
	Payment of fees as prescribed – Does not include external fees such as building certifier or NTFRS

Group 4 Building Work	Information checklist
Industrial and commercial buildings such as factories, warehouses, storage sheds, school buildings and additions/renovations of same (Refer to Type of building works sheet for specific scope of works)	Completed Building Application to include an 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 leaseholder 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 (Structural, Mechanical, Hydraulic, plumbing) showing complies with the relevant Australian Standards as described in the National Construction Code of Australia and the building Certifiers certification of all drawings and relevant certificates to support the application.
	Payment of fees as prescribed – Does not include external fees such as building certifier or NTFRS

Demolition Proposal	Information checklist
Demolition/removal of all buildings and/or structures	Completed Demolition Proposal Application to include an 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 leaseholder 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 INFORMATION REQUIRED FOR BUILDING APPROVAL APPLICATION (requirements dependent on the scope of works)

- 1. Architectural Drawings**
 - **Site Plan scale 1:200**
 - **Floor plans Scale 1:100**
 - **Elevations Scale 1:100**
 - **Sections Scale 1:100**
 - **Section Details 1:20. 1:10 as required**
- 2. Structural Drawings**
 - **Floor Plan**
 - **Elevations**
 - **Sections**
 - **Sectional Details**
- 3. Plumbing/Hydraulics Drawings**
- 4. Electrical Drawings**
- 5. Mechanical Drawings**
- 6. Civil Drawings**
- 7. Material Specifications**

Above drawings will contain the details below but no limited to;

- 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 ridgebeam
- 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

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- Plumbing and drainage details
- Electrical installation plan and specific details

STANDARD DOCUMENTATION REQUIRED TO BE SUBMITTED FOR THE CERTIFICATE OF COMPLIANCE/OCCUPANCY (requirements dependent on the scope of works)

- Section 40 certificates (construction) relied upon
 - Structural Engineers Inspection Certification
 - Mechanical Engineers Inspection Certification
 - Hydraulic Engineers inspection Certification
 - Fire Services Engineers Inspection Certification
 - Plumber as Constructed Certification
- Inspection Certificates for each phase of constructions (issued by NC or Building Certifier)
- Certificate of Compliance under section 69 of Electricity Reform Act
- Prescribed documents
 - Termite Certification (underslab and perimeter)
 - Truss Certificates etc
 - Window / Galzing certificates including shower screens
 - Wet Area Waterproofing Certification
 - Roller Door Certification
- Fire services commissioning reports
 - Smoke detection systems
 - Sprinkler systems
 - Hydrant systems
 - Hose reels
- Declaration of Compliance
- Environmental Health report
- NT WorkSafe report
- NT Roads report
- NC report
- Final Documentation including the Occupancy Certificate issued by the Building Certifier