



Australian Government

Department of Infrastructure and Regional Development

Building Approvals at Archerfield Airport

The following information provides a guide to the building approval process at Archerfield Airport.

The roles of the Airport Building Control Office and Archerfield Airport Corporation (AAC) in relation to the issue of Building Approvals are described. Also attached is a copy of the Building Application form, a schedule detailing required statutory fees and information required to support a building application.

If any information is required in relation to the building approvals process please contact the Airport Building Control Office.

Philip Chun and Associates Pty Ltd, Airport Building Controller, appointed by the Australian Government

Role of Airport Building Controller (ABC)

The Airport is located on Federal land rather than State land and as such the State Legislation as it relates to the building approval process does not necessarily apply. Federal Legislation in the form of the Airports Act 1996 prescribes the Airport (Building Control) Regulations 1996 to administer the building approval process.

It is the role of the ABC to administer this legislation as it relates to construction and other building activities.

Activities that require approval

All construction and building activities must be notified to the ABC. This includes all building activities and other construction activities including roads, drainage, services and demolition work. Minor alterations and repairs may not require formal application and must be discussed with the ABC.

A Building Approval (Building Permit and or Works Permit) or Demolition Authorisation must be sought prior to commencement of building activity.

A certificate of compliance is required for all buildings and construction work that requires formal approval by the ABC. **A certificate of compliance must be issued prior to the occupation or use of a building/works.**

Building and Construction Standards

For the majority of work involving buildings the relevant standards can be found in the Building Code of Australia. Where the Building Code of Australia does not apply for example in relation to civil engineering works (roads, civil infrastructure services, etc) the relevant Australian Standard/Industry Standards will apply. Advice **MUST** be sought from the ABC to determine applicable standards for building activity where Building Code of Australia does not apply.

Airport Environmental Protection and Building Control Office - Appointed by the Australian Government
GPO Box 594, Canberra City ACT 2601, Unit 3A, Building 107, Leonardo Drive Brisbane Airport 4008 - Tel 07 3216 3040

Airport Building Controllers (ABCs) are appointed by the Secretary of the Department of Infrastructure and Transport (the Department) under the *Airports (Building Control) Regulations 1996* (the Regulations) to exercise the powers and functions which the Regulations vest in the ABCs, in relation to building control at leased federal airports. ABCs are also appointed as authorised officers by the secretary under the *Airports Act 1996* to exercise certain powers under this Act, in relation to leased federal airports.

ABCs are contracted private companies, or employees or officers of such companies, and act independently of the Department. However, ABCs consult with the Department as necessary on certain matters, such as the interpretation of the regulations.

Role of the Airport Leasing Company In Building Approvals

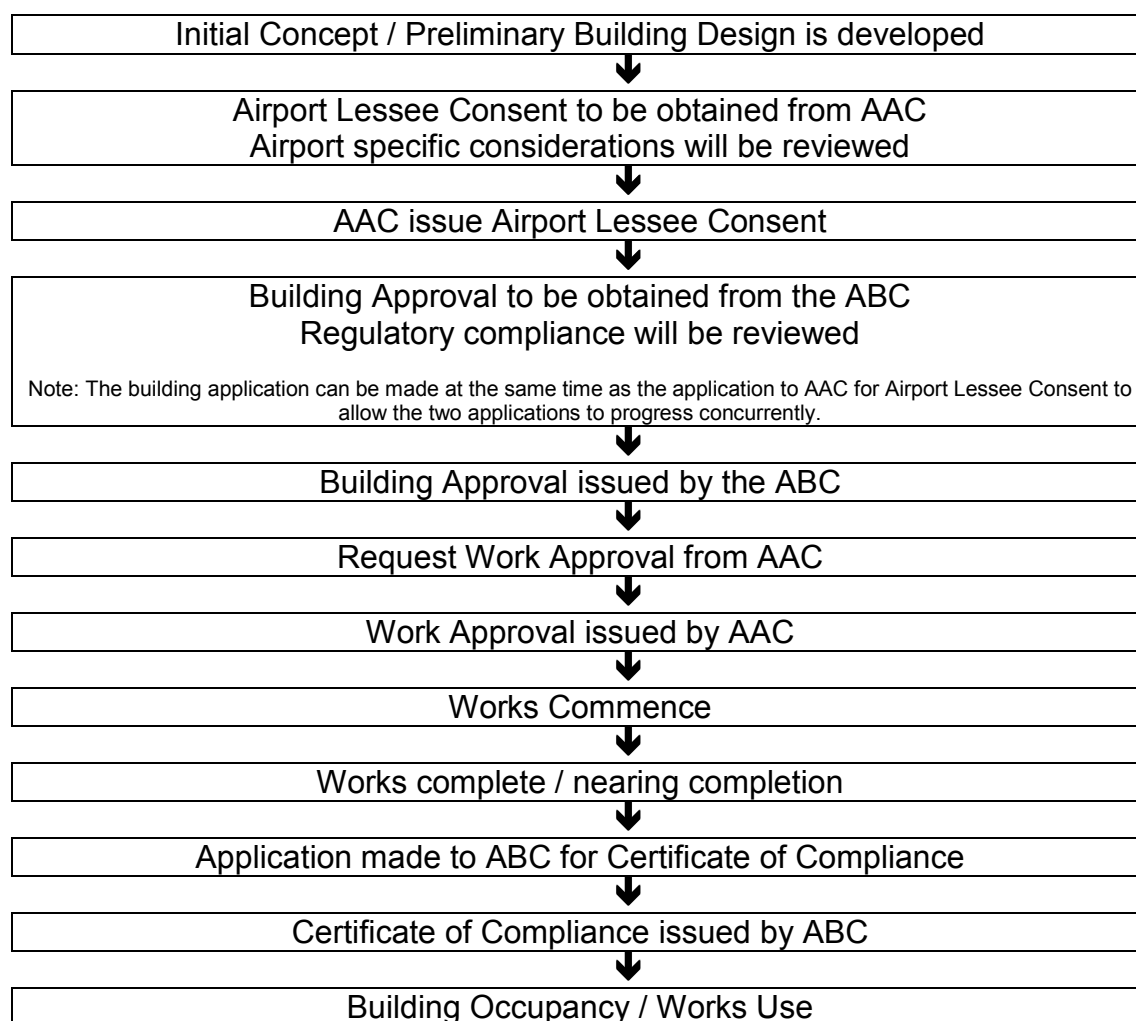
AAC is the lease holder of Archerfield Airport. As part of this role AAC administer the planning and environmental objectives of the Airport. AAC will review all applications to ensure that the proposal is consistent with the Airport Master Plan and Airport Environment Strategy to ensure the development is consistent with their planning and environmental objectives and obligations and to assess the impact of the proposals on the infrastructure and the operations of the airport.

Approval of a project by AAC (Airport Lessee Consent) must be provided to the ABC before a building approval (building/works permit) for building activity can be given.

Obligation of an Occupier of Archerfield Airport

An occupier of Archerfield Airport is obligated under the Airports Act to gain all necessary approvals for building and construction work prior to the commencement of the work. Similarly a Certificate of Compliance must be gained prior to the occupation or/and use of a building.

The following flow chart describes the relationship of the ABC and AAC in the building approval process at Archerfield Airport





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Archerfield Airport - Fees Payable for Building Applications

As from 1 July 2011

Airports Act 1996 Airports (Building Control) Regulations 1996

Total estimated cost of proposed building or works (\$)	Application fee (\$)
Up to 25 000	1 200
25 001 to 50 000	1 800
50 001 to 100 000	2 400
100 001 to 200 000	3 600
200 001 to 300 000	4 500
300 001 to 400 000	5 400
400 001 to 500 000	6 300
500 001 to 1 000 000	8 400
1 000 001 to 2 000 000	12 000
2 000 001 to 3 000 000	15 000
3 000 001 to 4 000 000	18 000
4 000 001 to 5 000 000	21 000
5 000 001 to 10 000 000	30 000
10 000 001 to 20 000 000	60 000
20 000 001 to 30 000 000	90 000
30 000 001 to 40 000 000	120 000
40 000 001 to 50 000 000	150 000
50 000 001 or more	210 000
Demolition of a structure	400

Note

1. Fees in accordance with Regulation 2.02 of the Airports (Building Control) Regulations must be paid on lodgement of the application.
2. Under Determination of 1 July 2004 – A New Tax System (Goods and Services Tax) Exempt Taxes, Fees and Charges) Determination 2004 – the Fees for Building Control Approvals as applied under Airports Act 1996, paragraphs 100(1)(d) and 107(1)(d) are exempt from the application of the GST.”
3. Department of Infrastructure and Transport ABN No 86 267 354 017
4. Cheques to be payable to 'CPM Department of Infrastructure and Transport.
5. For electronic fee payments contact the Airport Building Control Office.



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Check List for Lodging Application for Building Approval

The following information must be provided by the applicant to the Airport Building Control Office when making application for Building/Works Approval.

Regulation	Information Required	Notes	Provided
Regulation 2.02	Completed application form	At time of application a copy of the application and drawings must be forwarded to AAC An accurate street/locality address should be included. For confirmation of address contact AAC (Ph: 07-3275 8000)	
Regulation 2.02	Drawings and specifications	Architectural and services drawings indicating proposals should be provided as appropriate to the scale of the project	
Regulation 2.02	Application fee	Refer to attached fee scale	
Regulations 2.03 and 2.05	The following should be sought from AAC and forwarded: <ul style="list-style-type: none">▫ A letter of consent for the proposal and▫ Confirmation the proposal is consistent with the Archerfield Airport Final Master Plan and Final Environment Strategy	To facilitate this a copy of the application form and drawings and specifications must be forwarded to AAC	



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Regulation	Information Required	Notes	Provided
Regulation 2.05	A statement confirming how the proposed activity is consistent with the Archerfield Airport Final Master Plan	For tenancy fitout works or small alterations and extensions to existing buildings this could take the form of a simple statement for example stating the proposal is consistent with the existing building use For larger scale proposals advice should be sought from AAC	
Regulation 2.05	A statement confirming how the proposed activity is consistent with the Archerfield Airport final environment strategy	Advice should be sought from the Airport Environment Officer or AAC	
Regulation 2.06	A statement setting out the precautions to be taken to: <ul style="list-style-type: none">Protect persons, using the airport while the proposed building activity is going on, from injury arising from the building activity	This statement should demonstrate how the safety of the public is achieved. Eg. fencing barricades, site management etc Statements regarding workplace health and safety of site staff are not required	
Regulation 2.06	A statement setting out the precautions to be taken to: <ul style="list-style-type: none">Protect property at the airport from damage arising from the building activity	This statement should detail how it is proposed to protect the airport buildings and infrastructure	
Regulation 2.06	A statement setting out the proposed arrangements for clean-up and rehabilitation of the site of the proposed building activity	This statement should confirm cleanup of the site and area of building activity	



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APPLICATION FOR A BUILDING APPROVAL

Airports Act 1996

Airports (Building Control) Regulations 1996

Regulation 2.02

TO: Airport Building Controller

Applicant: ALC / Lessee / Sub Lessee or Agent *(delete as applicable)*

Name: _____

Postal Address: _____

Postcode: _____

Contact Person: _____

Telephone: _____ **Mobile:** _____

Email: _____

Lessee Details: ALC / Lessee / Sub Lessee *(if different from above)*

Name: _____

Postal Address: _____

Postcode: _____

Contact Person: _____

Telephone: _____ **Mobile:** _____

Email: _____

Building Owner:

Name: _____

Postal Address: _____

Postcode: _____

Contact Person: _____

Telephone: _____ **Mobile:** _____

Email: _____



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Building / Works Experts: *(to be engaged in the building work):*

	Name	Cat / Class	Licence No. <i>(BSA, RPEQ etc.)</i>
1.		Architect	
2.		Eng/Civil	
3.		Eng/Mechanical	
4.		Eng/Electrical	
5.		Quantity Surveyor	

Building / Works Contractor:

Name: _____

Registration No. _____

Address: _____

Postcode: _____

Contact Person: _____

Registration No. _____

Telephone: : _____ Mobile: _____

Email: _____

Payee: *(if different from applicant)*

Name: _____

Postal Address: _____

Postcode: _____

Contact Person: _____

Telephone: _____ Mobile: _____

Email: _____

Location of Building Works: *(please provide exact address, where applicable)*

Tenancy / Building No. _____ Building Level / Name: _____
Street No. _____ Street Name: _____

Description of Building Activity: _____

Does the existing building involve an alternative solution? **Yes / No**
If yes, provide details:
NOTE: A statement from an appropriately qualified fire engineer stating that the proposed building activity is consistent with the alternative solution may be required prior to the issue of a Building Approval.

Does the proposed building activity being the subject of this application comprise part of a major airport development or part of, a draft major development plan within the meaning of the Airports Act and Airports Building Control Regulations? **Yes / No**

Duration of Building Activity: _____

Estimated Value of Building Activity: \$ _____

Signature of applicant: _____ Date: _____

Please Print Name: _____

Capacity of Signatory: _____

+Additional Attachments:

For the required information/documents to be included in an application for a building permit, refer to the following:

- Airport (Building Control) Regulations 2.05, 2.06 and 2.07 and consult with the Airport Building Controller;
- Required information for attached building plan: refer to regulation 2.07(2);
- Required information for attached specification: refer to regulation 2.07(4).

Note 1 Application fee - In accordance with regulation 2.02(1), an application fee is required to be paid to the CPM Department of Infrastructure and Transport (to be collected by the Airport Building Controller). The basis for calculation of that fee is set out in regulation 2.02 (refer fee schedule).

Note 2 AAT Review - Under regulation 5.02 the applicant for the approval may make application to the Administrative Appeals Tribunal to have the decision of the Airport Building Controller to refuse or fail to approve a building activity reviewed.

Note 3 Publication of Information Regarding this Application - The Applicant should note that information provided on this Application Form may be published or declared.