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## Building Activity/Development Approval Process

An occupier of Archerfield Airport is obligated under the Airports Act 1996 (the Act) to gain all necessary approvals for building activity prior to the commencement of the work. Federal Legislation in the form of the Act prescribes the Airport (Building Control) Regulations 1996 (the Regulations) to administer the building approval process.

“Building Activities” are broadly defined to include: *Construction, alteration, demolition, removal and renovations regarding buildings, structures (including fences and temporary structures), earthworks, engineering works, hydraulic works, electrical works and land clearing.*

Approvals must be gained from both the Government Airport Building Controller **and** Airport Lessee Company which is Archerfield Airport Corporation. This process ensures all works are consistent with the Airport Master Plan, the future planning objectives of AAC, the current infrastructure and operations of the airport and the Building Code of Australia.

There are THREE stages of approval, which are:

1. Archerfield Airport Corporation (AAC) consent.
2. Airport Building Controller (ABC) Works Permit/Building Permit;
3. AAC Permit to Commence Works (PERCOW)

### Stage One: Application for AAC Consent

The Application for Building Activity/Development Consent (and other related documents) is available on AAC's website at [www.archerfieldairport.com.au/buildingcontrol](http://www.archerfieldairport.com.au/buildingcontrol).

Applications are to be lodged at AAC's administration office - Top floor Terminal Building, Grenier Drive, Archerfield together with the applicable fee. (See Fee Schedule below)

If the applicant requires assistance with the application, help is available by phoning 3275 8000 or via email to [aac@archerfieldairport.com.au](mailto:aac@archerfieldairport.com.au).

All applications will be assessed to ensure the works comply with the Act and Regulations and CASA/Air Services Australia Regulations and are consistent with the Archerfield Airport Master Plan and Archerfield Airport Environment Strategy which are current at the time.

If the building activity/development application is approved, AAC will issue its consent.

Estimated Cost of Building/Development Activity	AAC Application Fee (ex GST)
Under \$10,000	\$150
\$10,000 - \$100,000	\$300
Over \$100,000	\$500 + 0.1% of the balance in excess of \$100,000

## Stage Two: Application for a Building Permit

The second stage in the process requires the applicant to lodge an application for a Building, Works or Demolition Permit with the ABC who will determine whether the proposed building activity/development is –

- Exempt; OR
- Requires assessment against relevant standards and regulations and a works permit, including any conditions, to be issued.

The ABC application form, guidelines and fees payable is available on AAC's website at

[www.archerfieldairport.com.au/buildingcontrol](http://www.archerfieldairport.com.au/buildingcontrol)

If the building activity is approved, the ABC will issue one of the following:

- Building Permit; or
- Works Permit; or
- Demolition Permit; or
- Exemption letter

For further information contact the ABC on (07) 3216-3040.

## Stage Three: AAC Permit to Commence Works (PERCOW)

Once AAC and ABC approvals are issued, the AAC will issue to the Applicant a Permit to Commence Works (PERCOW) which the Applicant will be required to complete and return before works can begin. The PERCOW will be assessed to ensure the works:

- Comply with safe work practises;
- Include Safe Work Method Statements;
- Adhere to relevant construction environment management practices etc.;
- Are covered by appropriate insurances;
- Have considered all operational impacts.

If the PERCOW meets the requirements, AAC will issue a PERCOW Approval.

**NOTE – YOU MUST HAVE ALL THREE APPROVALS PRIOR TO COMMENCING ANY WORKS ON AIRPORT**