BUILDING ACTIVITIES/DEVELOPMENT APPROVAL PROCESS FLOW CHART

STAGE 1

Application for Consent
Apply to AAC for consent for works
AAC FEES APPLY (Form BC-01B)

Read Building Activity/Development Approval Process form (Form BC-01A)

Complete AAC Application for Building Activity/Development Consent form (Form BC-01B) AND Checklist (Form BC-01C)

Lodge Application AND drawings AND Checklist AND payment of AAC fee with AAC

AAC will acknowledge receipt of application and ask for more information if necessary, then issue **Letter of Consent** if appropriate

STAGE 2

Application for Building Permit
Apply to ABC for Building Permit
ABC FEES APPLY

DEFINITIONS:
AAC – Archerfield Airport Corporation
ABC – Airport Building Controller

CONTACT INFORMATION:
AAC – (07) 3275 8000
ABC – (07) 3216 3040

Complete ABC Application for Building Permit. Available upon request.

Send completed ABC Application form to AAC for checking before lodgement

Lodge Application directly with ABC. Include:
- Drawings
- Design Certificates
- Payment of **ABC** fee
- AAC Letter of Consent

If the works are approved, the ABC will issue:
- **Building Permit**
- **Works Permit**
- **Demolition Permit; or**
- **Exemption Letter**

STAGE 3

Application for PERCOW
Apply to AAC for Permit to Commence Works (PERCOW) once works have been approved by AAC & ABC

Complete AAC PERCOW form available upon request

Submit signed PERCOW to AAC and include:
- Certificate of Currency for public liability insurance
- Safe Work Method Statements

On receipt of a complete **PERCOW**, AAC will issue a Permit for the works