

BUILDING ACTIVITY / DEVELOPMENT APPROVAL PROCESS

Under the Airports Act 1996 and Airports (Building Control) Regulations 1996, all proponents, tenants and contractors undertaking building activity at Archerfield Airport must obtain the required approvals prior to commencing any works.

“Building activity” broadly includes:

- Construction, alteration, refurbishment and demolition works
- Temporary structures and fencing
- Civil, hydraulic, electrical and engineering works
- Excavation, earthworks and land clearing
- Fit-outs, services installations and external works

Approval is required from both:

- Archerfield Airport Corporation (AAC) as the Airport Lessee Company; and
- The Government-appointed Airport Building Controller (ABC).

This approval process ensures proposed works:

- Align with the Archerfield Airport Master Plan and airport operational requirements
- Protect existing airport infrastructure and aviation safety
- Comply with the Airports Act, Airports (Building Control) Regulations, National Construction Code (NCC) and other applicable standards

No works are permitted to commence until all required approvals and permits have been obtained.

The approval process consists of three stages:

1. **AAC Development Consent**
Preliminary assessment and approval by Archerfield Airport Corporation.
2. **Airport Building Controller (ABC) Approval**
Assessment by the Airport Building Controller via Airport Building Control Online (ABCO), including the issue of any required Building Permit, Works Permit or Demolition Permit.
3. **AAC Permit to Commence Works (PERCOW)**
Final approval from AAC authorising works to commence onsite.

Stage One: Application for AAC Consent

The Application for Building Activity/Development Consent (and other related documents) is available on AAC’s website at <https://archerfieldairport.com.au/property-development/building-approvals/>

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.

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

Following AAC consent, applicants must lodge their building activity application directly with the Airport Building Controller (ABC) via Airport Building Control Online (ABCO).

The ABC will assess whether the proposed works:

- Are exempt from approval requirements; or
- Require formal assessment and the issue of a permit under the Airports Act and Airports (Building Control) Regulations.

Depending on the nature of the works, the ABC may issue:

- Building Permit
- Works Permit
- Demolition Permit
- Exemption Confirmation

Applications submitted to the ABC may require:

- Detailed plans and supporting documentation
- Applicable consultant certifications
- Payment of ABC assessment fees

Applicants are responsible for ensuring all required information is provided through the ABCO portal.

ABC applications, fees and guidance material are available at: [Airport Building Control Online \(ABCO\)](#)

For ABC-related enquiries contact the Airport Building Controller 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 practices;
- 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.