

BUILDING ACTIVITY/DEVELOPMENT CONSENT APPLICATION CHECKLIST

This form is to be completed and lodged with the Building Activity/Development Consent Application (Form BC-01B).

Part One: Applicant Details

	Y or N
Has the Applicant provided complete and accurate applicant details?	
Has the Applicant nominated a representative and provided his/her details?	
Has the correct and current Tenant's Consent been provided (if applicable)?	

Part Two: Building Activity/development Details

Has the Applicant provided complete site details?	
Has the Applicant provided all the necessary information?	
Has the Applicant provided the contact details of the architect or builder?	

Part Three: Aviation

Does the proposal have aviation impacts? Have the requested documents been provided?	
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Part Four: Environment Management

Does the proposal have environmental impacts? Have the requested documents been provided?	
Has the Applicant provided the completed Assessment of Environmental Effects form?	

Part Five: Checklist & Lodgement

Has the Applicant provided:

2 sets of all drawings (max A1 size)	
2 copies of all reports and certificates	
A complete list of all documents lodged including descriptions, drawing and report numbers, revision numbers and date	

Do the documents include the following?

Statement of Compliance with the Master Plan	
Statement of compliance with Archerfield Airport Environment Strategy (AES)	
Survey Plan	
Construction Environment Plan	
Landscape Plan	
Floor plans, roof plans, sections	
Services Plans	
Elevations	
Parking layout	
OLS Assessment	
Operational Environment Management Plan (OEMP)	

Has the Applicant discussed the proposed building activity/development with the ABC?	
Has the Applicant signed the Proposed Building Activity/Development Details form?	
Are you ready to pay the Application for Building Approval ABC lodgement fee?	
Have you indicated method of payment of AAC's lodgement fee?	

Declaration:

I/We apply for consent to carry out the building activity/development described in this application.

I/We declare that all the information given is true and correct and understand that:

- If incomplete, the application may be delayed or rejected
- More information may be requested within 28 days of lodgement

I/we agree that, should the application require referral to regulatory bodies (e.g. CASA, Air Services Australia) due to the nature of the building activity/development, AAC will advise the applicant of the approximate value of the additional fees and, following written acceptance of these fees, AAC may proceed to commission these assessments. All referral fees (if applicable) will be at the cost +10% to the applicant and paid in advance. Failure to pay requested fees will result in delay or refusal of the application.

Company Name & ABN:			
Name:		Position:	
Signature:		Date:	