

Building Approval Lodgement Checklist

The following information must be provided by the applicant to the Airport Building Control Office when making application for a Building Permit, Works Permit or Demolition Authorisation Permit.

1x no. hardcopy & 1x no. identical softcopy (USB, CD or via email to abcmelb@philipchun.com) of the following documents is required:

Item	Information	Provided		
		Yes	No	N/A
1.	Application Form – signed.			
2.	Application Fee (no GST applicable on fee). <i>Notes: (i) Total estimated Cost of building or works is to include GST; (ii) Attach payment remittance advice.</i>			
3.	Airport Lessee Consent (BAC).			
4.	Scope of Works Letter.			
5.	Demolition Method Statement. <i>Including Site Plan / Detailed Floor Plan, clearly highlighting all areas to be demolished, hoarding lines etc.</i>			
6.	Application Form for Performance Solution/Dispensation.			
7.	Plans (including Site/Location Plan) – (architectural, civil, structural, electrical, mechanical, fire protection & hydraulics). <i>1 no. hardcopy & 1 no. softcopy to be identical/consistent</i>			
8.	Certification Design Form – (civil, structural, electrical, mechanical, fire protection & hydraulics). <i>All signed and referenced documents on form are consistent with lodged documents.</i>			
9.	Consulting Building Surveyor's certification & BCA assessment report. <i>Signed and referenced documents on form are consistent with lodged documents.</i>			
10.	Computations – (civil, structural, electrical, mechanical, fire protection & hydraulic). <i>All computations are referenced correctly on certification design forms, including revision no. & date.</i>			
11.	Geotechnical Investigation Report. <i>All computations are referenced correctly on certification design forms, including revision no. & date.</i>			
12.	Hazardous Materials Investigation Report – (Asbestos).			
13.	Hazardous Materials Investigation Report – (PFAS). <i>GEM-002 Written Desktop Assessment of PFAS Risk to be provided by ALC.</i>			
14.	Construction Environmental Management Plan (CEMP's).			
15.	Specifications – (architectural, civil, structural, electrical, mechanical, fire protection & hydraulic) <i>All Specifications are referenced correctly on certification design forms, including revision no. & date.</i>			
16.	Reports – (Fire Engineering Reports, Energy Efficiency Reports, Accessibility Reports, Fire Test Reports) <i>All Reports are referenced correctly on certification design forms, including revision no. & date.</i>			
17.	Fire Authority Approvals (from MFB or ARFF) <i>All Relevant Authority Consents are referenced correctly on applicable certification design forms, including Report No. & date.</i>			