

Delegation from Council DC372 Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Senior Building Surveyor
Affected Business Unit/s	Development Services

Delegation to: Senior Building
Surveyor Building
Surveyor
Chief Executive Officer
Director Development and Community Services
Manager Development Services
Manager Governance

Statutory Reference: Section 127 of the Building Act 2011.

Powers and Duties: The authority to grant, modify or refuse to grant occupancy permits or building approval certificates under section 58 of the *Building Act 2011*.

Conditions: Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.

- Make the register available for inspection by members of the public during normal office hours.
- Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure
- Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.
- Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.

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Delegation Number:	DC372	Relevant Management Practice:	N/A
Council Adoption:	27/11/12	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, /07/12, 11/12, 03/13, 03/14, 03/15, 03/16, 06/17, 03/19	Relevant Delegation:	N/A