

What work requires mandatory notifications?

Regardless of how big or how small your building project is you may need to notify Council at various stages throughout the building process. You should refer to your Decision Notification Form for directions on whether you need to notify Council at a particular stage of construction.

Who needs to notify?

In some instances it is the licensed building work contractor who is carrying out the work that needs to notify Council, in other instances it is the owner of the land. You should always check with the building contractor or Council to find out who is responsible to notify.

What information do I need to supply when submitting my notification?

When you notify Council of an inspection you must include the following:

- The development application number
- The site address
- A contact name and number for further information

Failure to provide these details can deem the notification incomplete and may not be accepted.

How can I notify?

- By completing an [online inspection form](#) (this is the preferred method); or
- by email: buildinginspections@charlessturt.sa.gov.au; or
- by telephone via Customer Contact at Council on 8408 1111

What happens after I notify?

After notification is given, an authorised officer from council to carry out an inspection. Refer below to how much notice is required to be given and for how long the work must cease.

How long must I keep the construction unconcealed for inspection?

Typically, you are required to provide Council with one clear business day's* notice before continuing with work, however in some cases (such as framing) two business days are required. Please refer to your Decision Notification Form for the required time frames.

*an example of one clear business day is notifying Council on a Thursday for intended work on the following Monday.

Examples of notification stages that may apply to your development

- Commencement of work on site
- Steel re-enforcement in footings (prior to concrete pour)
- At completion of wall and roof framing (prior to lining)
- Completion of masonry or a fire wall prior to lining or insulation being installed

- Pouring of concrete for a swimming pool
- Installation of swimming pool and fence (prior to filling the pool with water)
- Modification of established safety barriers for a swimming pool
- Final completion of all works

What happens if I don't notify?

A person who doesn't notify at the mandatory notification stages is guilty of an offence which has associated penalties (maximum \$10,000) and expiations (\$500).

What happens when Council issues an instruction?

An instruction is given by Council when an inspection has occurred and there is an inconsistency with the approval.

When Council issues an instruction regarding your building work, you are required to re-notify once any of the rectification work, has been completed. Failure to re-notify can also attract fines.