

Building Notifications and Inspections

Important Information to the Applicant / Owner / Builder

The Development Act requires notification at certain stages during building work construction to be given to Council. These notifications enable Council to program inspections at important stages of the work.

Please be advised that expiations are now being issued where a mandatory notification is not given to Council.

How do I notify Council of my mandatory inspection[s]?

You may notify Council in one of the following ways:

- [Online Building Inspection Notification Form](#)
- E-mail: buildinginspections@charlessturt.sa.gov.au
- Fax: 8408 1122
- Phone: 8408 1111
- By delivering a written notification to an authorised officer at Council's office

When you notify Council of an inspection you must include the following information as a minimum; failure to provide these details will deem the notification incomplete and it will not be accepted:

- The Development Application Number
- The site address
- Details of what stage has been reached
- A contact name and number

Who can notify Council?

The licensed building work contractor who is carrying out the work must notify Council, or if there is no such licensed building work contractor, the building owner.

At what stage do I notify Council?

Your Development Approval decision notification will specify the stages you need to notify Council. Notifications must be given to Council one (1) business day prior to the intended completion of a stage. All building work must cease for a period of 24 hours from the completion of that stage (except for roof framing – refer below). Typical notification stages include:

- Commencement of building work on the site
- Completion of steelwork in any footing and before the concrete is placed
- Completion of all roof framing
- Completion of any firewall, and prior to lining
- Completion of any masonry
- Pool structure, pool safety modifications and pool safety barriers
- Intended commencement of the installation of a designated building product and [supervisor's checklist](#)
- The completion of building work

Additional requirements for roof frame notifications:

- After giving notice that the roof framing is complete, a person must not conceal the framing until after the expiration of two (2) clear business days, i.e. no roof lining, ceiling lining or insulation to be installed.
- A Regulation 74 – Supervisor’s checklist must be provided to Council within one (1) business day after the notice of completion of roof framing is given. This checklist must be completed in full by a trained registered supervisor. The gazetted Regulation 74 Supervisor’s checklist is available from: [Regulation 74 Supervisors Checklist.pdf](#)

In addition to a commencement notification, what else do I need to provide to Council before I start work on site?

The following items must be provided to Council before work commences on site:

- Certificate of Building indemnity insurance (this applies to domestic building work with a value of \$12,000 or more). More information about Building indemnity insurance may be found here: Development Information Guide – [D28. Indemnity Insurance - CITB](#)
- The name, address and telephone of the persons who will sign Part A (builder) and Part B (owner) of the Statement of Compliance. A copy of the Statement of Compliance may be found here: Development Forms and Checklists – [Statement of Compliance](#)

At what stage do I need to notify Council if I am installing a new pool?

Your Development Approval decision notification will specify when a notification must be submitted to Council. Typical notification stages include:

- Completion of the steelwork (concrete pool only)
- Completion of the construction of the pool
- Completion of the safety barriers and prior to the pool being filled with water
- Completion of work to a building which contributes to the safety features of the pool

Do I need to notify the Council if I am building a verandah or carport?

Yes, if the verandah or carport is attached to an existing roof. One (1) business days’ notice must be given to Council prior to the intended completion of all roof framing and fixings to the supporting roof.

What are the penalties for not notifying Council at a mandatory notification stage?

A person who fails to give notification at a mandatory notification stage is guilty of an offence and may be liable to pay an expiation fee of up to \$500, or be liable to a maximum penalty of up to \$10,000.