



**D07**

## **Building Notifications and Inspections**

### **Important Information to the Applicant / Owner / Builder**

The Planning, Development and Infrastructure Act requires mandatory 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 building inspection[s]?**

You may notify Council in one of the following ways:

- [Building Inspection Notification Form for 252/xxxx/xx Applications Only](#) - for applications lodged under the Development Act 1993, prior to 19 March 2021
- [PlanSA DAP Applications](#) - for applications lodged under the Planning, Development and Infrastructure Act 2016, from 19 March 2021
- E-mail: [buildinginspections@charlessturt.sa.gov.au](mailto:buildinginspections@charlessturt.sa.gov.au)
- 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 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. In accordance with Section 146(3) of the PDI Act, all building work must cease for a period of 24 hours from the completion of that stage to allow for an inspection by a Council Officer. Typical notification stages for a dwelling include:

- Commencement of building work
- Footing Steelwork (THIS IS NOT THE POUR DATE) – 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of Framing - Wall, floor and roof prior to lining installation - 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of External cladding prior to lining installation - 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of Fire wall prior to concealment - 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of building work

**Please note** – the Activity Date in the PlanSA portal refers to the actual date that the work is either commencing or completing and therefore will be ready for inspection which must be one clear business day's notice of the notification and as per our mandatory notifications, a 24-hour stop work direction pursuant to Section 146(3) of the PDI Act. An example of one clear business day for a mandatory notification for ***Completion of Steelwork prior to pour of footing - Stop work direction pursuant to Section 146(3) of the PDI Act*** is:

- Notify Council on Friday or any day earlier that steelwork is going to be ready on Tuesday (Activity Date).
- One clear business day notice is at the very least is Monday if notified on Friday.
- Steelwork is ready Tuesday (Activity Date).
- **24 Hour STOP WORK direction is Wednesday (Inspection Date).**
- Providing the inspection is satisfactory and does not require rectification, the pour date is anytime onwards from Thursday.
- If rectification is required, a renotification and a satisfactory inspection is required before continuing with the pour.

### **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: [D04. Indemnity Insurance and 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 on the PlanSA website – [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 for a swimming pool include:

- Commencement of building work
- Completion of Footing Steelwork for Pool (THIS IS NOT THE POUR DATE) - 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of Temporary fencing - 24 hour STOP WORK direction pursuant to Section 146(3) of the PDI Act
- Completion of Swimming Pool and Permanent Safety Features
- Completion of building work

### **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 \$750, or be liable to a maximum penalty of up to \$10,000.