

# Mandatory Notifications



The applicant is advised to ensure that ALL required notifications are given.

It is recommended that notifications be submitted online via our website at - <http://www.mitchamcouncil.sa.gov.au/buildingmandatorynotificationform> - or alternatively emailed to - [development@mitchamcouncil.sa.gov.au](mailto:development@mitchamcouncil.sa.gov.au)

A Supervisor's checklist is available to download at <http://www.mitchamcouncil.sa.gov.au/developmentinformationsheets> - or alternatively at <http://www.mitchamcouncil.sa.gov.au/buildingmandatorynotificationform>

## 1. New Buildings & Additions

Pursuant to the provisions of Regulation 74 of the Development Regulations 2008 the Council requires that the person proposing to undertake the building work must give the Council:

- a. one business day's notice of commencement of building works on the site; and
- b. one business day's notice of completion of structural steel reinforcement for concrete footings or other floors; and
- c. one business day's notice of completion of all roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs); and
- d. one business day's notice of completion of any fire walls, fire rated separation or smoke barriers, prior to the installation of linings or other building components rendering inspection not possible; and
- e. one business day's notice of completion of the building work.

**A person who breaches a requirement under Regulations 74 (1), (5) or (6) is guilty of an offence.**

**Maximum penalty: \$10,000**

**Expiation fee: \$500**

When the applicant provides notice of commencement of building work, the applicant must also provide to the Council, the name, address and telephone number of the persons who are proposed to sign parts A and B of the "Statement of Compliance" under Regulation 83AB. The person responsible to sign part A is the licensed building work contractor responsible for the relevant building work or if there is no such person, by a registered building work supervisor or a private certifier. Part B must be signed by the owner of the relevant land, or by someone acting on their behalf.

## 2. Verandahs/Carports Attached To Any Part Of The Roof Framing Of An Existing Building

Pursuant to the provisions of Regulation 74 of the Development Regulations 2008 the Council requires that the person proposing to undertake the building work must give the Council:

- a. one business day's notice of commencement of building works on the site; and
- b. one business day's notice of all roof framing forming part of the building work; and
- c. one business day's notice of completion of the building work.

**A person who breaches a requirement under Regulations 74 (1), (5) or (6) is guilty of an offence.**

**Maximum penalty: \$10 000**

**Expiation fee: \$500**

**3. Roof Framing - Regulation 74 Supervisor's Checklist For All Above New Buildings, Verandahs & Carports**

Regulation 74(5) - If notice is given of the completion of all roof framing forming part of the building work, the person who gives the notice must, within 1 business day after the notice is given, provide to the council a duly, completed supervisor's checklist relating to the roof framing, signed by a registered building work supervisor, being a registered building work supervisor who has undertaken any training required and recognised under a scheme approved by the Minister.

Regulation 74(6) - A person must not conceal any completed roof framing until after the expiration of *2 clear business days* of council receiving the above notice of completion (with the person being able to assume receipt of the notice in the ordinary course of business or transmission).

**A person who breaches a requirement under Regulation 74(5) or (6) is guilty of an offence.**

**Maximum penalty: \$10 000**

**Expiation fee: \$500**

**4. Owner Builders**

At the time of providing to Council the mandatory notice of commencement of building work, Owner Builders must include the name, address, builders license number and telephone number of the building work contractors responsible for carrying out the relevant building work or, if there is no such persons, of the relevant registered building work supervisor or private certifier engaged to sign Part A of the Statement of Compliance under Regulation 83AB.

**5. Swimming Pool / Spa Pool**

Pursuant to the provisions of Regulation 74 of the Development Regulations 2008 the Council requires that the person proposing to undertake the building work must give the Council one business day's notice:

- a. of commencement of building works on the site; and
- b. of the completion of construction of the swimming pool or spa (before the pool / spa is filled with water); and
- c. of the completion of a safety fence or barrier for the swimming pool or spa; and
- d. in relation to some other form of building work where swimming pool safety features (within the meaning of section 71AA of the Act) are relevant – the completion of that aspect or those aspects of the building work relating to the swimming pool or spa safety features.

**A person who breaches a requirement under Regulations 74 (1), (5) or (6) is guilty of an offence.**

**Maximum penalty: \$10,000**

**Expiation fee: \$500 for part (a) notifications**

**Expiation fee: \$210 for parts (b), (c) and (d) notifications**

If you have any enquires please contact the City of Mitcham, Development Services on 8372 8888 or email [development@mitchamcouncil.sa.gov.au](mailto:development@mitchamcouncil.sa.gov.au)