



CBOS

Consumer, Building &
Occupational Services

Promoting a fair marketplace

Fact Sheet

Checklist – Owner responsibilities for building work approvals

Are you an owner about to have building work done on your property?

Are you wondering what your role is in the building approvals process? Then this checklist is for you!

Use this checklist to tick off your key responsibilities as a property owner for notifiable (medium risk) and permit (high risk) building work under the *Building Act 2016*. This will help to ensure the approvals process goes smoothly for you. This checklist is not relevant to low risk work.

For information on owner responsibilities under other legislation, see *Checklist before using the Director's Determination – Categories of Building and Demolition Work* on the Consumer, Building and Occupational Services (CBOS) website www.cbos.tas.gov.au

All documents and forms mentioned below are available on the CBOS website.



Before work starts



Step	More information
<input type="checkbox"/> Check planning requirements.	Council planners
<input type="checkbox"/> Check whether proposed work is low risk, notifiable or permit work under the <i>Director's Determination – Categories of Building and Demolition Work</i> .	Building surveyor Permit authority (council)
<input type="checkbox"/> If an agent will be acting on your behalf in the building approvals process, provide them with written authorisation to do so.	Agent/Solicitor
<input type="checkbox"/> Engage a building surveyor licenced in Tasmania.	Find a licensed tradesperson on the database at www.cbos.tas.gov.au - for all licensed practitioners on this document.
<input type="checkbox"/> Engage a building designer licenced in Tasmania.	Find a licensed tradesperson
<input type="checkbox"/> Once you have designs from your designer, apply for a Certificate of Likely Compliance from the building surveyor (Form 2) by supplying the documents required under the <i>Director's Specified List</i> .	Building surveyor
<input type="checkbox"/> If the building surveyor determines that protection work is required to protect neighbouring people/properties, send a Notice of Proposed Protection Work (Form 6) to the adjoining owners.	Building designer Building surveyor Builder <i>Director's Determination – Protection Work</i> <i>Director's Guideline – Protection Work</i>
<input type="checkbox"/> If your property is in a hazardous area (e.g landslip, bushfire-prone, flood-prone) check with your building surveyor and designer to ensure the extra building controls are met.	Building surveyor Building designer
<input type="checkbox"/> For permit work only , apply for a Building Permit from the permit authority (Form 2) by supplying the documents required under the <i>Director's Specified List</i> .	Permit authority (council)
<input type="checkbox"/> If your proposed design includes a performance solution, provide a letter to the permit authority stating that you are aware of the proposed performance solution.	Building designer Building surveyor
<input type="checkbox"/> Pay applicable fees to the permit authority e.g Building Administration Fee, Tasmanian Building and Construction Industry Training Board levy and application lodgement fees.	Permit authority (council) <i>Building Administration Fee and Industry Training Levy Guideline</i>
<input type="checkbox"/> Engage a builder licensed in Tasmania, or apply to CBOS for an owner builder permit. Forward the builder's details on to the building surveyor within 14 days.	Find a licensed tradesperson <i>Occupational Licensing (Owner Builder Permit) Determination 2018</i>
<input type="checkbox"/> Enter into a written contract with the builder who must give you a copy of the <i>Residential Building Consumer Guide</i> .	<i>Residential Building Consumer Guide</i>

During work

Step

More information

- | Step | More information |
|--|--|
| <input type="checkbox"/> Ensure necessary approvals are in place before work starts: <ul style="list-style-type: none"> • notifiable work, a Certificate of Likely Compliance, and • permit work only, a Building Permit. | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> Ensure that work starts within 12 months of the approval being granted otherwise it will expire.
Approval granted: ____ / ____ / ____
Work must start by: ____ / ____ / ____ | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> Ensure that work is finished before the approval expires or, if it can't be finished before then, apply for an extension at least 5 days before the approval expires (Form 76A for permit work only).
Approval expiry date: ____ / ____ / ____ | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> If there are changes proposed to the approved designs for the work, ensure that there is a written agreement between you and the builder about the changes, and check that the builder has obtained the building surveyor's written approval for the changes. | <i>Residential Building Consumer Guide</i> |
| <input type="checkbox"/> If the property ownership changes, or your agent changes, notify the building surveyor and permit authority within 14 days. | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> If you need to change your building surveyor (e.g they are no longer licensed), first liaise with the building surveyor then contact CBOS if necessary. | Building surveyor
CBOS |
| <input type="checkbox"/> If any plumbing work needs to be done as part of the project, engage a plumber licensed in Tasmania and obtain the necessary plumbing approvals. | Find a licensed tradesperson
Permit authority (plumbing) (council)

<i>Director's Determination – Categories of Plumbing Work</i> |
| <input type="checkbox"/> If any electrical work needs to be done as part of the project, engage a electrician licensed in Tasmania. | Find a licensed tradesperson |
| <input type="checkbox"/> If any gas-fitting work needs to be done as part of the project, engage a gas-fitter licensed in Tasmania. | Find a licensed tradesperson |

After work is complete

Step

More information

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Apply to the building surveyor for an Occupancy Permit (Form 4). Do not allow anyone to occupy the building until an Occupancy Permit has been granted. | Building surveyor |
| <input type="checkbox"/> | Notifiable work: On receipt of a Standard of Work Certificate from the builder, apply to the building surveyor for a Certificate of Completion. | Building surveyor |
| <input type="checkbox"/> | Permit work: On receipt of a Certificate of Final Inspection from the building surveyor, apply to the permit authority for a Certificate of Completion. | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> | Keep records of all documents received as part of the project (e.g contract with builder, Certificate of Likely Compliance, Building Permit if applicable, approved plans, Standard of Work Certificate, Occupancy Permit, Certificate of Completion). | Building surveyor
Permit authority (council) |
| <input type="checkbox"/> | If you identify defects in the building work, notify the building surveyor and builder as soon as possible. If you need further assistance, contact CBOS. | Building surveyor
Builder
<i>Guide to Resolving Residential Building Works Issues</i>
CBOS |
| <input type="checkbox"/> | For commercial buildings, ask the building surveyor to prepare or update a schedule of maintenance (Form 46) for the building. Make sure the schedule is complied with and keep copies on and off-site.

For all buildings, comply with any plumbing maintenance requirements specified by the permit authority (plumbing). | Building surveyor
Permit authority (plumbing)
(council) |

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Visit our website: www.cbos.tas.gov.au