Development Services

Making Application for the Approval of Unauthorised Works

The City's Development Services is responsible for ensuring that the use and construction of all structures within the City comply with the Planning, Health and Building requirements of the *Planning and Development Act 2005, Health Act 1911* and the *Building Act 2011*. In instances where works have been undertaken or the use of an existing premise have been modified without the necessary approvals there are provisions in place that provide the potential for retrospective approval. Provided below is an overview of how the application process works.

Lodgment Order

1. **Planning**
   - Lodge an application for retrospective development approval for either;
     - Existing Development on the site
     - A Change of Use not yet approved.

2. **Health**
   Depending on the type of premise one or more of the following approvals may be required:
   - Application for a Permit to Use an existing onsite effluent disposal system; and/or
   - Application for a health premise approval (food business, tattooists etc.)
   - Application for a lodging house
   - Application for a public building

3. **Building**
   - Lodge an application for a Building Approval Certificate (Class 1 and 10 buildings)
   - Lodge an application for a Occupancy Permit (Unauthorised) BA9 (Class 2 to 9 buildings)

Individual information sheets are provided for Planning, Health and Building which provide more detailed information as to what is required for each type of application, along with copies of all application forms that you may require. Should you have any further queries in regards to the approvals process please contact the Development Services Team on 9186 8555.