

Building Licence

Indicative Timing

Applicant/
Proponent

Local
Government
Authority (LGA)

Key Documents

Document
Templates/
Guidelines

Supporting
Technology

Other Agencies /
Decision Making
Authorities

± 1 month (significantly longer for very large buildings)

1. Conduct pre-lodgment activities: agree on scope; compliance with LGA policies; submit reports as required eg engineering, geotechnical, structural, mechanical, electrical, risk assessment, fire services, hydraulics, energy efficiency, ergonomics, acoustics.
2. Proponent prepares and lodges application for building with Local Government Authority (LGA).
3. Building Licence process commences.
4. Is it a building or structure?
If structure, no building licence required. Go to End.
5. LGA determines if referral to external authorities is required.
6. Referral process e.g. FESA, external consultants.
7. Is information sufficient for assessment?
8. Proponent submits further information.
9. LGA assesses application.
10. Has planning approval been obtained?
11. Proponent obtains planning approval.
12. Is an EP Act s45(7) authorisation permitting this decision required?
13. Has an EP Act s45(7) authorisation been received?
14. LGA approves application, approves with conditions, or refuses application?
If refused go to 21.
15. LGA issues licence.
16. LGA advises proponent of approval with conditions.
17. Will proponent be seeking resolution with Council?
18. Undertake negotiations.
19. Right of Appeal exercised by proponent?
20. Appeal to State Administrative Tribunal.
21. LGA advises Proponent of refusal.
22. Proponent may reapply or go to End.
23. Building Licence process finalised.

