

Illegal Works Checklist

1. Completed Application Form.
2. Provide us with:
 - a) A copy of the Building Notice as served by the Municipal Building Surveyor, which outlines the building works that have carried out illegally; OR
 - b) Details of the building works that have been carried out without a Building Permit.
3. Fees will be payable prior to the inspection of the illegal works.
4. An inspection of the building / structure will be organized at a time most convenient to you, the owner.
5. Upon our inspection of the illegal works we will review our findings and issue you with a report with the view to certifying compliance with the Building Regulations 2006 and the Building Code of Australia. The report will detail such items:
 - a) Council property information that may be applicable.
 - b) Council planning information that may be applicable.
 - c) Defects associated with the building works.
 - d) Exploratory work to be carried out.
 - e) Rectification works to be carried out.
 - f) Engineer's certification on structural elements.
 - g) Electrical Certificate from a licensed Electrician may be applicable.
 - h) Plumbers Certificate from licensed Plumber may be applicable.
 - i) The "process" in which all of the above will need to be carried out in order to issue a Statement of Compliance or a Certificate of Final Inspection.
6. We will need "as built" plans drawn by a registered building practitioner i.e. draftsman
7. We will need an Engineers design certificate for all structural works that are not visible or that are contrary to the deemed to satisfy provisions of the Regulations.
8. Upon carrying out the above functions, we may determine that further rectification works (building works) may need to be carried out in order to bring the illegal works in line with current building regulations. These works may require a Building Permit in which we will issue to the client. The cost of the building permit will be determined upon the estimated cost of new building works.
9. Further to all of the above being carried out we will either issue a "statement of compliance" or a "final certificate", which will be passed onto the Municipal Building Surveyor, in order to cancel any Building Notice or Order.

note: We require 4 copies of all supplied documentation for Council, Owner, Builder and Our Records.