

## ROLES AND RESPONSIBILITIES OF THE FOUR KEY PLAYERS

APPLICANT	BUILDER	BUILDING SURVEYOR	PERMIT AUTHORITY
<b>At the time of permit application</b>			
1. Ensuring that all the relevant documentation is provided and is correct		1. Ensuring the plans comply with the Building Code of Australia	1. Checking applications are complete and in order
2. Obtaining the necessary statutory approvals		2. Liaising with DFES if required (commercial developments)	2. Issuing permits
3. Determining whether the work will affect other land, and getting consent if required		3. Ensuring the plans comply with the relevant regulations	
		4. Issuing certificates <b>CDC</b> (Building permits) <b>CBC</b> (Occupancy permits – existing buildings and building approval certificates) <b>CCC</b> (Occupancy permits – new buildings)	

APPLICANT	BUILDER	BUILDING SURVEYOR	PERMIT AUTHORITY
<b>When work is being carried out</b>			
	1. Ensuring the building work complies with the appropriate standards	5. Conducting inspections when engaged to do so*	3. Checking the building complies with the appropriate standards
	2. Notifying the permit authority of any changes	6. Issuing certificates of inspection*	
	3. Ensuring the relevant inspections are carried out		
	4. Obtaining an approval certificate for inspections		
<b>At completion of work</b>			
	5. Submitting notification of completion to the permit authority (BA07)	7. Carrying out inspections and issuing certificates as required*	4. Checking the building complies with the appropriate standards
			5. Enforcement 6. Record keeping