






Thinking of building or developing?


You will need to find out what you are allowed to build on your land, and if you need Council permission.

There are two stages in an approval process to build. Take a look at the information below. We have outlined some of the participants, roles and responsibilities you will need to think about.





Approval stage

Stage	Participant	Responsibilities
1. Pre-lodgement 	You	<ul style="list-style-type: none"> • Start dreaming • Jump online • Get your team together • Chat to neighbours in advance
	Your Team	<ul style="list-style-type: none"> • Prepare reports/plans • Compile application
	Neighbours	<ul style="list-style-type: none"> • Raise issues, concerns and support
	KMC officers	<ul style="list-style-type: none"> • Provide accurate advice & identify reports required
2. Lodgement 	You	<ul style="list-style-type: none"> • All information/fees provided
	Your Team	<ul style="list-style-type: none"> • Lodge assessment ready Development Application (DA) or Complying Development Certificate (CDC)
	KMC administration staff	<ul style="list-style-type: none"> • Council check documents • Register (or receipt of documents) • Referrals – to internal experts and State agencies (not for CDCs) • We let your neighbours and community know about your application (not for CDCs)
3. Assessment 	KMC's Assessing Officer	<ul style="list-style-type: none"> • Assess • Review submissions/referrals (not for CDCs) • Request additional information
	KMC Referral Officers	<ul style="list-style-type: none"> • Timely advice, consistent with pre-lodgment advice
	Your Team	<ul style="list-style-type: none"> • Provide any additional information if required
	You	<ul style="list-style-type: none"> • Sometimes this process can take several months, so please remain patient, we will get back to you.
	Neighbours	<ul style="list-style-type: none"> • Make informed comments (not for CDCs)
	Community	<ul style="list-style-type: none"> • Make informed comments (not for CDCs)
	State agencies	<ul style="list-style-type: none"> • Make comment/agreement on time (not for CDCs)

4. Determination 	KMC delegate or Councillors	<ul style="list-style-type: none"> • A decision will be made by xxx days • Achievable conditions
	KMC's Assessing Officer	<ul style="list-style-type: none"> • Advise you of decision
	You	<ul style="list-style-type: none"> • Read condition/s • Seek Construction Certificate (CC) (not for CDCs)

Construction stage

Stage	Participant	Responsibilities
5. Certification 	You	<ul style="list-style-type: none"> • Get CC or Subdivision Works Certificate (not for CDCs) • Get Owner/Builder Permit if required • Get Home Owners Warranty • Appoint Principal Certifying Authority (PCA) • Remain informed by reading all the documentation you get
	Certifiers (KMC or private)	<ul style="list-style-type: none"> • Issue CC or Subdivision Works Certificate (not for CDCs) • Make Inspections
	Builder and sub-contractor	<ul style="list-style-type: none"> • Build as per plans • Arrange inspections
6. Completion 	PCA	<ul style="list-style-type: none"> • Issue Occupation Certificate (OC) or Subdivision Certificate
	KMC	<ul style="list-style-type: none"> • Take action if problems arise
	You	<ul style="list-style-type: none"> • Celebrate!