There are statutory requirements that need to be addressed and documentation forwarded to Council prior to occupying a building.

The first step is to determine whether this requirement is applicable to your development and will appear as a condition of consent and is listed on your Decision Notification Form.

Written Statement
A statement pro-forma has been included in your Decision Notification Form. It is important for either your builder or licensed building supervisor (if you are using status of owner / builder) responsible for the construction complete the statement, and nominate the specific areas licensed to undertake the building work.

This declaration advises Council that work is complete and also activates an administrative process to finalise the development approval. Bear in mind that development must be completed within a three-year period as prescribed within the Development Act.

If the declaration relates to residential or domestic construction, Council will not issue a Certificate of Occupancy, (in other States / Territories this may be the case, but South Australia has not adopted this practice).

Apart from Council procedure, the significance of this document takes on further importance when transferring ownership.

Essential Fire Safetey Provisions
When undertaking development within the public realm, additional safety considerations and requirements are necessary.

Where applicable (also contained within the Decision Notification Form) a series of forms will be attached, which describe in specific terms the fire fighting, emergency equipment and procedures and also contains a schedule of maintenance necessary for your building.

Typically a series of three (3) different forms;

- Form 1, lists all the safety provisions necessary to be installed in your building and included as a further requirement of Development Approval.
- Form 2, this form repeats the information of form 1 but requires that the Installer (or manaer responsible for supervision) of the equipment, to complete in accordance with the approved documents and validate as functioning.
- Form 3, generally if the building or united buildings exceed 500m², it will apply to the building owner or your representative(s).

The owner must, at least once a calendar year, provide evidence and declare maintenance and testing of the identified components have been undertaken and satisfactory.

In summary
A written statement must be returned to Council if requested (may not apply to minor structures such as small sheds, tanks or the like).

Certificates of Occupancy will not be issued for residential / domestic construction.

In larger developments Form 2 must be included with the written statement for Council (or Private Certifier) to issue a Certificate of Occupancy.

Want to know more?
Information in this publication is advisory and a guide only to give you a general understanding of the key points associated with the Development Assessment System. It is recommended that you seek independent professional advice and/or contact The District Council of Mount Barker should you have any specific enquiries or further assistance.

Duty Building Officer
As part of continued support for excellent customer service, Council has initiated the concept of a Duty Building Officer. A Duty Building Officer is available for either counter enquiries or telephone enquiries, Monday to Friday 8.30am-5.15pm. The duty building officer can be contacted on 8391 7292.