

## BUILDING ACTIVITIES APPROVALS PROCESS GUIDE FOR APPLICANTS 2015

All building activity on Moorabbin Airport must proceed through the **3 stages** of approval required prior to commencement on site:

1. Airport Lessee Company Consent (ALC Consent)
2. Works Permit / Building Permit
3. On-Site Commencement Approval.

### Stage 1: Application for *ALC Consent*

All “Building Activities” as described under Airports Act 1996, Part 5 Division 5 – Building Control require Moorabbin Airport Corporation (MAC) Consent (ALC Consent). This is largely a planning based assessment.

Building Activities are very broadly defined to include:

construction, alteration, demolition, removal and renovations regarding buildings, structures (including fences and temporary structures), earthworks, engineering works, hydraulic works, electrical works and land clearing.

An application for **ALC Consent** is required to be lodged with MAC for all building activities that occur on Moorabbin Airport.

MAC will assess applications for **ALC Consent** to ensure the works comply with:

- *Airports Act 1996*
- *Airports (Building Control) Regulations 1996*
- *Moorabbin Airport Master Plan 2010*
- *Moorabbin Airport: Airport Environment Strategy 2010*
- *CASA / Air Services Regulations*

All necessary documents, application forms, fee schedules and planning documents are available on the MAC website [www.moorabbinairport.com.au](http://www.moorabbinairport.com.au)

If you would like assistance preparing an application for **ALC Consent**:

- Telephone: (03) 8587 8000 or 0417 604 235
- Email: [development@moorabbinairport.com.au](mailto:development@moorabbinairport.com.au)

Applications for ALC Consent are lodged at MAC’s Airport Management Centre, 66 Bundora Parade, Moorabbin Airport Vic 3194.

If the building activity is approved MAC will issue an **ALC Consent**

## Stage 2: Application for a **Building Permit**:

The second stage in the process requires applicants proposing to carry out building activities to lodge an application for a Building, Works, or Demolition Permit with the Airport Building Controller (ABC) who will determine whether the proposed “building activity” is:

- exempt; OR
- required to be assessed against relevant standards and regulations and a works permit, including any conditions, issued.

Applications for Building, Works, Demolition Permits or exemption must be lodged with the ABC.

For further information contact the ABC on (03) 8326 3380 or [abcmelb@philipchun.com](mailto:abcmelb@philipchun.com)

If the building activity is approved the ABC will issue a:

- a) **Building Permit**; or a
- b) **Works Permit**; or a
- c) **Demolition Permit**; or an
- d) **Exemption Letter**.

## Stage 3: Application for **On-Site Commencement Approval (OSCA)**:

All building activity, whether issued with a **Building, Works** or **Demolition Permit** or an **Exemption Letter** can only proceed after MAC has issued an **On-Site Commencement Approval** (replacing the previous **PERCOW Approval**).

An application for **On-Site Commencement Approval** is required to be lodged with MAC for all building activities that occur on Moorabbin Airport prior to commencement on site.

MAC will assess applications for **On-Site Commencement Approval** to ensure the works:

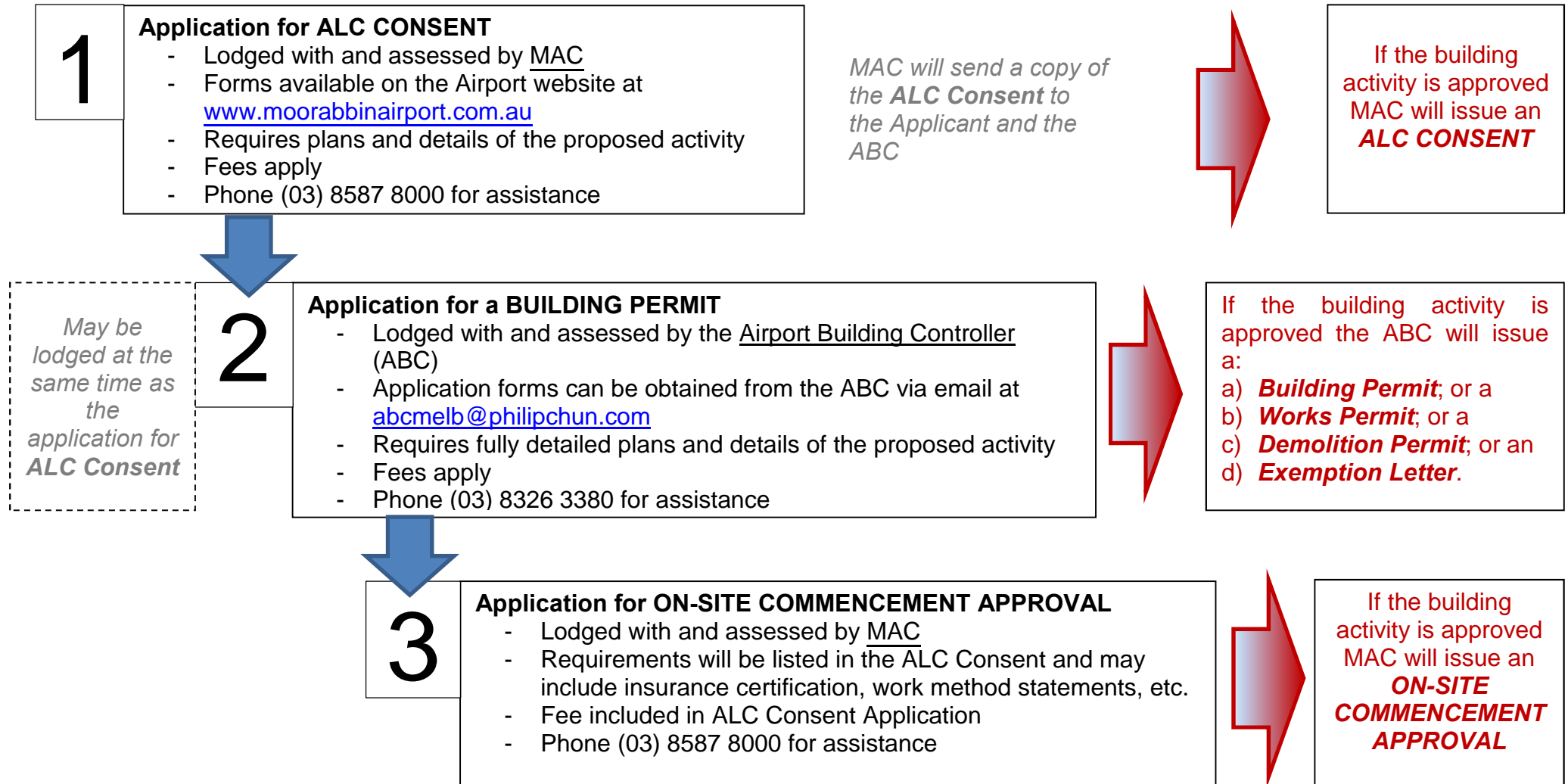
- Comply with safe work practices
- Have appropriate and current insurance,
- Adhere to relevant construction environment management practices, etc.

Details of required documentation to be lodged with the application for **On-Site Commencement Approval** will be provided with the **ALC Consent**.

If the building activity is approved MAC will issue an **On-Site Commencement Approval**

**NOTE – YOU MUST HAVE ALL 3 APPROVALS PRIOR TO COMMENCING ANY WORKS ON THE AIRPORT**

Building Activities Approvals Process – Flow Chart



*MAC will provide the Applicant with a signed **On-Site Commencement Approval** indicating all the requirements have been satisfied*

**YOU MUST HAVE ALL 3 APPROVALS PRIOR TO COMMENCING ANY WORKS ON THE AIRPORT**