

Building Activity Application Package

Adelaide and Parafield Airports

August 2009



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**APPLICATION PACKAGE
BUILDING ACTIVITY
ADELAIDE & PARAFIELD AIRPORTS**

Introduction

Building activity on Adelaide Airport is subject to statutory controls under the Airports Act 1996 and the Airports (Building Control) Regulations.

Approval is required from Adelaide Airport Limited (AAL) and the Airport Building Controller (ABC) prior to the commencement of works.

Submission of Application

Separate written application need to be submitted to the:

- Airport Building Controller
- Adelaide Airport Limited

Applications should include the appropriate application form and all supporting documentation.

Airport Building Controller

An application for either:

- Building Permit
- Works Permit
- Demolition authorisation

should be made to the Airport Building Controller with supporting information at:

Mr David Nash
Tonkin Consulting
Level 2, 66 Rundle Street
KENT TOWN SA 5067
Telephone: (08) 8110 2220
Facsimile: (08) 8110 2219
Email david.nash@tonkin.com.au

Adelaide Airport Limited

An application for:

- **Building Activity Consent (by external applicant)**

should be made to Adelaide Airport Limited at:

Mr Rory Mclvor

AAL

Building Approval Project Officer

1 James Schofield Drive

ADELAIDE AIRPORT SA 5950

Telephone: (08) 8308 9207

Facsimile: (08) 8308 9311

Email rmcivor@aal.com.au

Applicant Information

The applicant shall provide all information detailed in the correct application form. To facilitate efficient transfer of information and documentation including reference documentation, the applicant shall supply the following contact information as a minimum:

- Name of applicant company
- Applicant point of contact (Project Officer)
- Contact number
- Facsimile number
- Email address

Applicants should complete the "Check List" provided and submit with their application to AAL.

Supporting Documentation

Supporting documentation must comply with the Airport Regulations and is summarised below.

A single copy of the supporting documents shall be submitted with each application. Documentation shall be commensurate with the activity to be undertaken, supporting documentation should include but not be limited to:

Minimal Requirement (simple project)

- Scope of Work
- Program or Schedule
- Location/Site Plan
- Plan detailing service connection points (if applicable)
- A statement/declaration indicating compliance with the following:
 - Airport Master Plan
 - Airport Environmental Strategy
 - Master Development Plan (MDP) as appropriate

Additional Information (detailed project)

- Certificates required under applicable law (health, services, communications etc)
- Design Engineers Certificate
- Details of progress inspections
- Construction Environmental Management Plan
- Maximum Electrical Demand
- Building Plan, including:
 - class of building
 - type of construction
 - dimensions
 - floor level
 - elevations
 - fire safety design
 - construction material
- Drawings as appropriate including:
 - All services
 - Sections / Elevations
- Specifications as appropriate, including:
 - Detail type of construction and material
 - method of drainage
 - gas water sewerage supply
 - use of second hand material

General Compliance

All application should be compliant with all appropriate state and Commonwealth legislation and or standards as appropriate, including but not limited to

- Environmental Protection Authority
- Occupational Health Safety & Welfare
- Lighting in the Vicinity of Aerodromes - MOS Part 139

Drawing Standards

Drawing submitted in support of a Building Approval should be provided in “standard engineering scale” in hard copy format. Electronic submission should be in PDF format.

Fees And Payments

Application fees apply for both the AAL and the ABC assessment. Payment to AAL must be received on submission of the Building Activity Consent application and prior to commencement of application processing. The fee is based on the estimated value of the building activity as follows:

Fees Payable to AAL

| ESTIMATED CONSTRUCTION COST | FEE PAYABLE (including GST) |
|--|---|
| under \$10,000 | \$150 |
| \$10,000 to \$100,000 | \$300 |
| over \$100,000 | \$500 + 0.1% of the balance in excess of \$ 100,000 |

NOTE: AAL fees are GST inclusive.

Fees Payable to Airport Building Controller

A separate fee applies for Permit applications to the Airport Building Controller. The Airport Building Controller fee structure is based of Schedule 1, Part 1 of the Regulations.

Review By AAL

Administration

Applications complete with supporting information must be submitted independently to both the Airport Building Controller and Adelaide Airport Limited.

Upon receipt, the application must be reviewed for completeness and any deficiencies noted. The application will then be registered in the AAL database and numbered with a BA number and AAL document file number. These details shall be recorded on the front page of the first application sheet. Invoicing and payment procedures shall be finalised appropriate to the payment status, prior to any further review.

Any documentation identified as ABC application documentation shall be immediately forwarded to the ABC via the email, external mail or courier system within 48 hrs of receipt.

The AAL document package will be forwarded to the AAL Building Approval Project Officer for processing to commence as early as is practicable once full payment has been received.

AAL will provided the applicant/client with a letter acknowledging receipt of the application and requesting final payment and full documentation prior to assessment.

Review of Building Consent

Processing and approval of the Building Consent must address the following criteria:

- AAL Master Plan
- Major Development Plan (if appropriate)
- AAL Environmental Strategy
- AAL's Planning Objectives

Sub-criteria to be considered as part of the planning objectives shall include:

- Compliance of building appearance with surrounds
- Ground RL and Finished Floor Level (FFL)
- Connection to services and location of same
- Capacity of existing services to cope with additional capacity
- Maximum demands
- Compliance with regulatory bodies.
- Stormwater management
- OLS and PANS-OPS compliance
- Radar and Navigation aid interference
- Landscaping
- Signage and Lighting
- Contractor access/parking and affect on Airport Operations
- Insurances

A summary of typical approval conditions to be considered for all applications are listed at the end of this document.

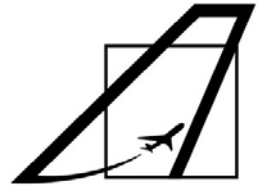
Review By Airport Building Controller

The Airport Building Controller represents the Commonwealth, (Department of Infrastructure, Transport, Regional Development and Local Government) throughout the approval process and is responsible for "Building Approval". The Airport Building Controller will review the application for compliance with the Building Code of Australia (BCA), Australian Standards, engineering, aviation and environmental compliance.

APPLICATION FORMS

Adelaide Airport Limited Airport Building Controller

APPLICATION FOR BUILDING ACTIVITY CONSENT



This application is covered under the Airport Act 1996 and the Airport (Building Control) Regulation 2.03

OFFICE USE ONLY

Date Received

BA Number

APPLICANT DETAILS

Name

Postal Address

Contact Person

Email

Telephone

Facsimile

LESSEE DETAILS (IF NOT APPLICANT)

Name

Postal Address

Contact Person

Email

Telephone

Facsimile

BUILDING ACTIVITY

Location of Works

Description of Works

Estimated Start Date

Estimated Completion Date

BUILDING CONTRACTOR

Name

Postal Address

Contact Person

Email

Telephone

Facsimile

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained in this form.
Please advise us by telephone 8308 9211 immediately and shred the document.

APPLICATION FEE

Estimated Value of Building Activity \$

Fee Amount \$150 (Value under \$10,000) \$300 (Value between \$10,000 and \$100,000) \$500 + 0.1% (Value of the balance in excess of \$100,000)

WORKS COMPLY WITH

Complete this section in full

Masterplan Yes Not Applicable

Environmental Strategy Yes Not Applicable

MDP (as applicable) Yes Not Applicable

SIGNATURE OF OWNER OR AGENT

Signature

Date

ATTACHED DOCUMENTS (PLEASE LIST)

CHECKLIST

Use the following checklist as a guide to be considered part of you application package

| | | | |
|----|---|--|--|
| 1. | Application Documentation | Scope of Works | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Specifications | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Hardcopy of Drawings / Plans | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Electronic copy of Drawings / Plans | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Schedule of Works | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Construction Environmental Management Plan | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 2. | Services General | Service connection points identified | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Meters provided for service connections: Electricity, Water, Gas | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 3. | Electrical | Application for electrical supply required | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Electrical maximum demand & supply. | Number of Phases: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Amps Per Phases Total Power Demand (kwh) N/A <input type="checkbox"/> |
| 4. | Hydraulics | Domestic water demand has been provided | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Fire water demand has been provided | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Sewerage demands have been provided | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Trade Waste Form has been provided | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Backflow prevention devices are required to be installed on all water supply pipe work within the tenancy? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 5. | Development Details | Development details to be provided | <input type="checkbox"/> Site Aream ² <input type="checkbox"/> Building Site Coverage % <input type="checkbox"/> Building Setback Front m Back m <input type="checkbox"/> Car Parking Numbers <input type="checkbox"/> N/A |
| 6. | Communications | Telecommunication requirement has been provided | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 7. | Dust, Fumes or Odours | Does your equipment or nature of business produce dust, fumes or odours? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please provide details: |
| 8. | Penetrations within Existing Buildings | Do you have any requirements for any additional penetrations in the floor / wall of your tenancy? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please provide detail |
| 9. | Landscaping | Does your project include landscaping? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, do the plants comply with the Environmental Strategy and Guidelines? Yes <input type="checkbox"/> No <input type="checkbox"/> |

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| | | | |
|-----|---|--|--|
| 10. | Exhaust / Vents / Ventilation | Do you intend on installing any ventilation equipment e.g. fans, hoods, etc? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please provide detail |
| 11. | Lighting | Details of all internal lighting have been provided. | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| | | Details of all external lighting has been provided and is compliant with MOS 139 | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 12. | Fuel, Toxic and Hazardous Material Storage | Details of any fuel, toxic and hazardous material storage has been provided. | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 13. | Gas | Will you be installing any gas appliances for cooking or otherwise? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 14. | Security | Is the project located in a Security Restricted Area? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Is the project located in a Customs Controlled Area? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Is the project located in a Sterile Area? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Will the project require a change to the Airside fence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 15. | Radio Interference | Will the project generate any potential radio interference? | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, demonstrate ACMA Compliance Licence Details Frequency Band..... Transmission Power Antenna Height & Locationm |
| 16. | External Signage | Confirm all external signage is consistent with the AAL Sign Policy | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 17. | Staff Numbers | The expected number of staff to be located at this development, once completed? | No. of people N/A <input type="checkbox"/> |
| 18. | Fire Engineering | This project requires a Fire Engineering Solution. | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 19. | Traffic Management Plan | Traffic Management Plan has been provided. | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 20. | Sustainable Aspects | Design complies with Section J of the Building Code of Australia | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Method and capacity of rainwater harvesting has been provided. | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

Note: Please provide supporting documentation as appropriate. All contractors working on Adelaide Airport must provide evidence of appropriate insurances including:

- Public and Product Liability Insurance
- Work Cover/Workers Compensation Insurance
- Contract Work Insurance (indemnifying AAL and the C of Aust)

**APPLICATION FOR A BUILDING PERMIT
(BY APPLICANT TO ABC)**

Airports Act 1996

Airports (Building Control) Regulations

Regulation 2.02

To:David Nash..... Airport Building Controller

Applicant: **Owner** or **Agent** (delete as applicable)

Name

Postal Address

..... Postcode

Contact Person

Telephone Fax

Lessee Details:

Name

Postal Address

..... Postcode

Location of Building Works:

Address

.....

Building Experts

to be engaged in the building work:

| | Name | Cat/Class | Reg. No. |
|---|-------------|-------------------|-----------------|
| 1 | | Architect | |
| 2 | | Eng/Civil | |
| 3 | | Eng/Mechanical | |
| 4 | | Eng/Electrical | |
| 5 | | Quantity Surveyor | |
| 6 | | Builder | |

**APPLICATION FOR A BUILDING PERMIT
(BY APPLICANT TO ABC) (Continued)**

Building Contractor:

Name Reg. No.
Address
..... Post code
Telephone Fax
Contact Person
Telephone Fax

Description of Building Activity

.....
.....

Duration of Building Activity

Estimated Value of Building Activity \$.....

Signature of owner or agent **Date**

Additional Attachments:

- for the required information/documents to be included in an application for a building permit, refer to regulations 2.05, 2.06 and 2.07 and consult with the Airport Building Controller;
- required information for attached building plan: refer to regulation 2.07(2);
- required information for attached specification: refer to regulation 2.07(4).

Note 1 Application fee

In accordance with regulation 2.02(1), an application fee is required to be paid to the CPM Department of Transport and Regional Development (to be collected by the Airport Building Controller) prior to the issue of the building permit. The basis for calculation of that fee is set out in regulation 2.02.

Note 2 AAT Review

Under regulation 5.02 the applicant for the approval may make application to the Administrative Appeals Tribunal to have the decision of the Airport Building Controller to refuse or fail to approve a building activity reviewed.

APPLICATION FOR A WORKS PERMIT

Airports Act 1996

Airports (Building Control) Regulations

Regulation 2.02

To:David Nash..... Airport Building Controller

Applicant: **Owner** or **Agent** (delete as applicable)

Name

Postal Address.....

Postcode

Contact Person.....

Telephone

Fax

Lessee Details:

Name

Postal Address.....

Postcode

Location of Works:

Address

.....

Works Experts

to be engaged in the construction or alteration of works:

| | Name | Cat/Class | Reg. No. |
|---|-------------|-------------------|-----------------|
| 1 | | Architect | |
| 2 | | Eng/Civil | |
| 3 | | Eng/Mechanical | |
| 4 | | Eng/Electrical | |
| 5 | | Quantity Surveyor | |
| 6 | | Builder | |

APPLICATION FOR WORKS PERMIT (Continued)

Works Contractor:

Name **Reg. No.**

Address
..... **Postcode**

Telephone **Fax**

Contact Person.....

Telephone **Fax**

Description of Works

Duration of Works

Estimated Value of the Works \$

Signature of owner or agent **Date**

Additional Attachments:

for the required information/documents to be included in an application for a works permit, refer to regulations 2.05, 2.06 and 2.08 and consult with the Airport Building Controller.

Note 1 Application fee

In accordance with regulation 2.02(1), an application fee is required to be paid to the CPM Department of Transport and Regional Development (to be collected by the Airport Building Controller) prior to the issue of the works permit. The basis for calculation of that fee is set out in regulation 2.02.

Note 2 AAT Review

Under regulation 5.02 the applicant for the approval may make application to the Administrative Appeals Tribunal to have the decision of the Airport Building Controller to refuse or fail to approve a building activity reviewed.

APPLICATION FOR A DEMOLITION AUTHORISATION
(BY APPLICANT TO ABC)

Airports Act 1996

Airports (Building Control) Regulations

Regulation 2.02

ToDavid Nash..... Airport Building Controller

Applicant **Owner or Agent** (delete as applicable)

Name

Postal Address

..... Postcode

Contact Person

Telephone Fax

Lessee Details

Name

Postal Address

..... Postcode

Location of Demolition Works

Address

.....

Demolition Contractor

Name

Address

..... Postcode

Telephone Fax

Contact Person

Telephone Fax

Description of Demolition Works

.....
.....

Signature of owner or agent **Date**

APPLICATION FOR DEMOLITION
(BY APPLICANT TO ABC) (Continued)

Additional Attachments:

for the required information/documents to be included in an application for a demolition authorisation, refer to regulations 2.05, 2.06 and 2.09 and consult with the Airport Building Controller.

Note 1 Application fee

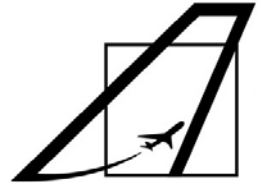
In accordance with regulation 2.02(1), an application fee is required to be paid to the CPM Department of Transport and Regional Development (to be collected by the Airport Building Controller) prior to the issue of the works permit. The basis for calculation of that fee is set out in regulation 2.02.

Note 2 AAT Review

Under regulation 5.02 the applicant for the approval may make application to the Administrative Appeals Tribunal to have the decision of the airport Building Controller to refuse or fail to approve a building activity reviewed.

BUILDING APPROVAL CLOSE OUT PHASE

BUILDING APPROVAL CLOSE OUT PHASE



This form shall be submitted to AAL by the applicant at the completion of the approved works to notify AAL of the works completion.

DETAILS OF THE BUILDING APPROVAL ACTIVITY

Applicant

Activity

BA No

Location

Contact Name

Phone No

The above mentioned works have been completed or will be completed on the following date / /

The following documents have been attached

As Building Drawings

Inspection Certificate

Other (please specify)

SIGNATURE OF OWNER OF AGENT

Signature

Date

AAL OFFICE USE ONLY

| Task | Signature | Date |
|---------------------------------|-----------|------|
| Site Inspection Conducted | | |
| Site Inspection Approved | | |
| As Builts Received | | |
| As Builts Approved | | |

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Adelaide Airport Limited ABN 78 075 176 653 1 James Schofield Drive, Adelaide Airport SA 5950, Ph 08 8308 9211

SITE RULES AND CONDITIONS FOR CONTRACTORS

Provided Separately