

Self-Certification Information Guide

Building Advisory Services

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| | | | |

| Acronyms | Full form |
|----------|--|
| BAS | Building Advisory Services |
| DIPL | Department of Infrastructure, Planning and Logistics |
| DBC | Director of Building Control |
| NCC | National Construction Code |
| BCA | Building Code of Australia |
| PCA | Plumbing Code of Australia |
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1 General Information

This guide provides information on the legal and administrative requirements for self-certifiers.

The system of self-certification allows approved individuals to install an approved building type with limitations without the need to engage a building certifier for full certification (a building permit and occupancy certification).

1.1. The role of Building Advisory Services (BAS)

Building Advisory Services (BAS) Branch of the Department of Infrastructure, Planning and Logistics (DIPL) is responsible for the administration of building control in the NT.

The general functions of BAS include:

- providing an advisory service to industry, government and the public
- maintaining a central building record system
- developing and implementing regulations and policies
- providing administrative and technical support to statutory bodies and
- monitoring, auditing and enforcing the requirements of the *Building Act 1993*.

2. Becoming a Self-Certifier

2.1. Who can apply?

An individual from any company that constructs or installs Class 10 buildings can apply to become a Self-Certifier of a particular building type.

2.2. How to apply

A person who wishes to apply for approval as a Self-Certifier under the exemption must submit a complete application to the **Manager Building Control**.

By email: bas@nt.gov.au

By post: Building Advisory Services
GPO Box 1680
DARWIN NT 0801

In person: hand deliver documents to Building Advisory Services offices in Darwin or Alice Springs

The application must include all of the following:

- a completed and signed application form (Appendix A)
- a statement outlining the applicants' relevant experience in the construction and/or installation of the specific building type and

- a letter of recommendation from an NT registered building certifier attesting to their view that the applicant has the ability to perform the building work stated in the application, including the appropriate quality of their workmanship and professionalism.
- clear, accurate, scaled drawings of the design of the building type for which approval is being sought.

Drawings must be of a scale of not less than 1: 100 and include all of the following details:

- *unique reference/drawing numbers;*
 - *dimensions of all elements;*
 - *floor plan; elevations; sections;*
 - *size and locations of structural members.*
- Verification the building type is suitable for use in the NT by either:
 - a certificate of compliance issued under section 40 of the *Building Act 1993* by a certifying engineer (structural); or
 - reference to the accreditation of the building type in the NT Deemed to Comply Manual.

2.3. Self-Certifier responsibilities

The Self-Certifier is solely responsible for compliance with all relevant legislation and adopted codes. This responsibility includes, but is not limited to, ensuring that construction complies with easement, siting, encumbrance, covenant, planning and heritage requirements.

The final construction must be strictly in accordance with the building type approved for self-certification by the Director of Building Control for that approved Self-Certifier.

All approved Self-Certifiers must maintain an awareness of any changes to the applicable administrative or technical requirements and a broad knowledge of all relevant legislative requirements and adopted codes including those in the current:

- *Building Act & Regulations 1993*
- *Planning Act 1999*
- NT Planning Scheme
- National Construction Code (NCC) and
- Any other associated legislation.

Self-Certifiers are limited to building work in relation to Class 10 building structures that are built in association with a standalone single dwelling of a domestic or residential nature. Self-Certifiers cannot certify Class 10 buildings located at a property that contains Flats/Units, Duplex/Triplex, Townhouses, Commercial/Public/Industrial Buildings, Shopping Centres, Child Care Centres and Schools.

Building work not covered by the exemption, must be certified by an NT registered building certifier who will issue a building permit and occupancy certification for such work.

Only the person approved as a Self-Certifier by the Director of Building Control may sign a 'Certificate of Completion' under the exemption.

2.4. Administrative requirements

- A Certificate Number (BAS reference number) must be reserved with BAS for the proposed building work within five (5) working days of work commencing.

This provides both a reference number for use on your documentation, and preliminary advice that you are carrying out work on the land as a Self-Certifier.

Contact BAS on telephone 8999 8985 or email bas@nt.gov.au and provide the following details:

- the property where the building work is being installed (Lot number and/or address);
 - the Self-Certifiers name and registration number; and
 - the building type being installed.
- Documentation must be lodged with the Director of Building Control via email to bas@nt.gov.au or over the counter within seven (7) working days after completion of the building work and must include:
 - Certificate of Completion (Template available from BAS)
 - A clear and accurate site plan scale not less than 1:500 showing the location of all structures, including the relationship to existing buildings and site boundaries.
 - A clear and accurate plan of the building type installed scale not less than 1:100 drawings that have been endorsed with the Approved for Self-Certification stamp.

NOTE: All plans must be endorsed with the address of property, the certificate number, the name, registration number, signature of the Self-Certifier and dated.

 - Where applicable:
 - any development approval issued by the consent authority under the *Planning Act 1999* or modification issued by the Building Appeals Board under the *Building Act 1993*
 - any encumbrances or covenants and relevant approvals
 - any approvals or authorisations under Heritage legislation and
 - any authority to build adjacent to, or over, easements.
 - Any other relevant documents that have contributed to the Self-Certifier's decision on the appropriateness of issuing the Certificate of Completion.
 - Each Self-Certifier must maintain a register of Certificates issued by them.

2.5. Limitations

The exemption must comply with the following:

- only building types approved by the DBC for a specific Self-Certifier that are endorsed “Approved for Self-Certification”
- Garden sheds/garages and carports/verandahs maximum 36m² or less in area only
- Freestanding shade structures maximum 60m² or less in area only
- Shade structures attached to a building maximum 40m² or less in area only
- designs of buildings for installation must be structurally certified by an NT registered structural engineer before applying for approval under the exemption
- be built in association with a standalone single dwelling of a domestic or residential nature only
- Self-Certifiers cannot certify anything located at any property containing:

| | |
|--------------------|----------------------|
| Flats / Units | Duplex / Triplex |
| Townhouses | Commercial buildings |
| Public buildings | Shopping centres |
| Schools | Industrial buildings |
| Child care centres | |

The exemption does not include building work that uses a Performance Solution (Alternative Solution) to meet the Performance Requirements of the NCC.

Where a Performance Solution (Alternative Solution) is required, an NT registered building certifier must be engaged to issue a building permit and occupancy certification for the work.

2.6. How to Renew a building type / add a New building type

The Self-Certifier must submit the renewal at least 21 days prior to expiry.

The application must include all of the following:

- a completed and signed application form (Appendix B or C)
- clear, accurate, scaled drawings of the building type for which approval to self-certify is being sought.
- a New certificate issued under section 40 of the *Building Act 1993* by a certifying engineer (structural) or
- reference to the accreditation of the building type in the NT Deemed to Comply Manual (if applicable).

2.7. Performance

Self-Certifiers are expected to perform professionally and ethically at all times.

Self-Certifiers are subject to the scrutiny of the Director of Building Control for both administrative procedures and compliance with approved plans. The DBC may monitor the work of a Self-Certifier, and their compliance with the terms and conditions of self-certification at any time.

Should monitoring identify an area of non-compliance, the Self-Certifier will be held responsible and will be liable to correct the non-compliance at his/her own cost.

Failure to comply with the requirements of the DBC may result in the revocation of the self-certification exemption.

Monitoring and Compliance

As a Self-Certifier your work and conduct in relation to your Self-Certifier exemption will be monitored by the DBC.

BAS officers, on behalf of the DBC will determine if you have met with your responsibilities as a Self-Certifier.

The monitoring and compliance program is ongoing however you may also be subject to more specific monitoring and compliance checks.

A specific monitoring and compliance check may be a result of any of the following:

- a complaint
- part of an audit/compliance program as directed by the Director of Building Control
- a specific direction by the Director of Building Control.

Notification

You will be given 21 days' notice in writing of a specific compliance monitoring check and told all the following:

- the scheduled date and time
- matters being checked
- the nature and format of the check
- the checking process
- who must attend the compliance monitoring check.

During a compliance monitoring check

You must respond to all reasonable requests of a Building Advisory Services officer, such as any of the following:

- answer questions about business operations
- provide documents relating to your obligations under the *Building Act 1993*
- produce information regarding building works and certificates.

If you fail to comply or give false or misleading information, your self-certification exemption may be reviewed, and could be revoked.

You will have 21 days to respond to a compliance monitoring report before it is completed.

After a compliance monitoring check

On completion of the compliance monitoring check, you will be informed in writing which of the following actions the Director proposes:

- no action
- remedial plan
- prosecution for breaches of the Act
- cancellation of your self-certification registration approval

For questions about your obligations under the *Building Act 1993* or the compliance monitoring process contact BAS.

3. Legislation

The *Building Act 1993* (the Act) provides the framework for the control and standards for building in the Northern Territory.

The *Building Regulations 1993* (authorised and made under the Act) specify the technical requirements that must be satisfied in order to comply with the Act.

Specific technical requirements are contained in the National Construction Code (NCC), which includes the Building Code of Australia (BCA) and Plumbing Code of Australia (PCA).

4. Legislative Requirements

- *Building Act and Regulations 1993*
- *Planning Act 1999* and NT Planning Scheme
- National Construction Code (NCC)
- Development Assessment Services or Building Appeals Board decisions in relation to siting modifications of building works in relation to property boundaries and easements
- *Heritage Act 2011*
- Covenants / Encumbrances

5. Useful links / references

5.1. Building Advisory Services contacts

For further information on the self-certification system contact BAS on telephone (08) 8999 8985 or email bas@nt.gov.au

To lodge self-certification documentation:

- email scanned PDF copy of all documents to bas@nt.gov.au or
 - In person: Building Advisory Services
Level 1 Energy House
18 Cavenagh Street
DARWIN
- OR
- post to: Building Advisory Services
GPO Box 1680
DARWIN NT 0801

5.2. Building and development

<https://nt.gov.au/property/building>

For general information about building and development in the Northern Territory.

5.3. Covenants & Encumbrances – titles search

<https://nt.gov.au/property/land/contacts/contact-a-land-titles-office>

You can search all registered land titles and dealings in the Northern Territory (NT) for a fee through the Land Titles Office.

Darwin

GPO Box 3021
Darwin NT 0801

Nichols Place
Corner Cavenagh and Bennett Streets
Darwin NT 0800
Phone: (08) 8999 6520
Fax: (08) 8999 6239
AGD.RegistrarGeneral@nt.gov.au

Alice Springs

PO Box 8043
Alice Springs NT 0871

Centrepont Building
Corner Gregory Terrace and Hartley Streets
Alice Springs NT 0870
Phone: (08) 8951 5339
Fax: (08) 8951 5340
AGD.RegistrarGeneral@nt.gov.au

5.4. Heritage NT

Any construction work or proposed development on a heritage-listed property in the Northern Territory (NT) is regulated and controlled under the *Heritage Act 2011*.

Call the Department of Territory Families, Housing and Communities, Heritage Branch on (08) 8999 5039 for more information.

5.5. National Construction Code (NCC) Online

<https://ncc.abcb.gov.au/>

5.6. Planning / Development Assessment Services

<https://nt.gov.au/property/land-planning-and-development>

Contact Development Assessment Services on (08) 8999 6046 or email das.dlpe@nt.gov.au for any of the following:

- development permits
- variation of a development permit
- exceptional development permits
- certificates of compliance
- enforcement of *Planning Act 1999*

6. Appendices

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| Appendix A | Application to be a Self-Certifier |
| Appendix B | Application to Renew a Self-Certified Building Type |
| Appendix C | Application for New Self-Certified Building Type |

Appendix A Application to be a Self-Certifier

STRUCTURAL ENGINEER'S DETAILS

*Details of the NT registered structural engineer providing Section 40 structural certification of the building type.
A Section 40 Certificate is not required if the building type is already included in the NT Deemed to Comply Manual (DTCM).
However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM.*

| | | | |
|-----------------------|--|------------------|--|
| Name | | NT Reg no | |
| Postal Address | | | |
| Email | | | |
| Telephone | | Mobile | |

APPLICANT UNATTESTED DECLARATION

Pursuant to Section 21 of the *Oaths, Affidavits and Declarations Act 2010*

I, _____ (full name) do solemnly and sincerely declare that the particulars contained in this application and following statements are true and correct.

- I give the Department of Infrastructure, Planning and Logistics, Building Advisory Services consent to make any inquiries and to receive and disclose any information which is relevant to my initial and ongoing eligibility to be a Self-Certifier of a building type.
- I acknowledge that information (name, business name and address, email address, website, telephone number and building type details) will be placed on a register that is available to the public.
- I accept that failure to supply information required on this form may delay processing of this application.
- That the information contained herein is true and acknowledge that it is an offence¹ to make a declaration that is false in any material particular.

¹ Section 119 of the *Criminal Code Act 1983 (NT)* provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

Privacy

The Director of Building Control is authorised under the *Building Act 1993* to collect the information on this form or other information provided by you for the purpose of considering an application to be a Self-Certifier of a particular building type. Some of the personal information provided by you on this application will be publicly available, as part of a Public Register. The information is regularly provided to other NT Government agencies, local government and Australian Bureau of Statistics for conveyancing, local government, valuation, statistical, administrative and other purposes.

The privacy statement for the Northern Territory Government is available at <https://nt.gov.au/copyright-disclaimer-and-privacy>

Your personal information provided in this application can be accessed by you by contacting the Department.

If you have any queries please contact the Director of Building Control on (08) 8999 8985.

SUPPORTING DOCUMENTS REQUIRED

Please complete to confirm attachment

| | |
|---|--------|
| A statement outlining the applicants' relevant experience in the construction and/or installation of the specific building type. | Yes/No |
| A letter of recommendation from an NT registered building certifier or structural engineer attesting to their view that the applicant has the ability to perform as a Self-Certifier and providing comment on quality of workmanship and professionalism. | Yes/No |
| Clear, accurate, scaled drawings of the building type for which approval to self-certify is being sought. Drawings must include unique reference numbers and be stamped/endorsed to demonstrate they have been certified by an NT-registered structural engineer. | Yes/No |
| A fully completed Section 40 Certificate issued by an NT-registered structural engineer that verifies that the product or system is suitable for use in cyclonic areas of the NT. Note: A Section 40 Certificate is not required if the building type is already included in the NT Deemed to Comply Manual (DTCM). However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM. | Yes/No |

SUBMIT YOUR APPLICATION

Submit your application and supporting documentation by email, mail or in-person to Building Advisory Services.

By mail or email

GPO Box 1680
Darwin NT 0801
bas@nt.gov.au

In person

Level 1 Energy House
18 Cavenagh Street
Darwin NT 0800

OR

Ground Floor Greenwell Building
50 Bath Street
Alice Springs NT 0870

MORE INFORMATION

For more information on submitting your application or the progress of your lodged application, call Building Advisory Services on [08 8999 8985](tel:0889998985) or email them at bas@nt.gov.au.

Appendix B Application to Renew a Self-Certified Building Type

STRUCTURAL ENGINEER'S DETAILS

Details of the NT registered structural engineer providing Section 40 structural certification of the building type.
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 However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM.

| | | | |
|-----------------------|--|------------------|--|
| Name | | NT Reg no | |
| Postal Address | | | |
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| Signature | | Date | |
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| Clear, accurate, scaled drawings of the building type for which approval to self-certify is being sought. Drawings must include unique reference numbers and be stamped/endorsed to demonstrate they have been certified by an NT-registered structural engineer. | Yes/No |
| A fully completed Section 40 Certificate issued by an NT-registered structural engineer that verifies that the product or system is suitable for use in cyclonic areas of the NT. Note: A Section 40 Certificate is not required if the building type is already included in the NT Deemed to Comply Manual (DTCM). However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM. | Yes/No |

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Appendix C Application for New Self-Certified Building Type

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