

# Darwin International Airport

## APPLICATION FOR BUILDING ACTIVITY CONSENT

### FORM-D001

This form and checklist is to be used to apply to Darwin International Airport for building activity consent (Airport Lessee Company Consent) on airport land. For more information on the Building Approvals Process please refer to the Darwin International Airport Building Approvals Guide available on our website at [www.darwinairport.com.au](http://www.darwinairport.com.au).

To be completed in BLOCK CAPITALS only please.

#### PART 1 – APPLICANT DETAILS

Company Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person: \_\_\_\_\_

Given Name Surname

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers:  Work \_\_\_\_\_  Mobile \_\_\_\_\_  
 (Please tick Preferred)

#### PART 2 – LESSEE DETAILS (IF NOT APPLICANT)

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person: \_\_\_\_\_

Given Name Surname

Email Address: \_\_\_\_\_

Phone Numbers:  Work \_\_\_\_\_  Mobile \_\_\_\_\_  
 (Please tick Preferred)

## PART 3 – PROPOSAL

DIA Reference Number	_____ (This number can be obtained from your DIA Project Manager or Property Manager)
Location of Works (Street address must be provided)	_____ Suburb _____ State _____ Postcode _____
Description of Proposed Building Activity:	
Nature of Business:	
Description of other future proposals which relate to this Proposal: (If any)	
Construction Value of Works: (Excluding Consultant Fees)	\$ _____
Dates:	Approximate Proposed Start Date _____ Approximate Proposed Completion Date _____

## PART 4 – BUILDING CONTRACTOR DETAILS

Building Contractor:	_____
Registration Number:	_____
Postal Address:	_____
	Suburb _____ State _____ Postcode _____
Contact Person:	_____
	Given Name <span style="margin-left: 200px;">Surname</span>
Email Address:	_____
Phone Numbers: (Please tick Preferred)	<input type="checkbox"/> Work _____ <input type="checkbox"/> Mobile _____

## PART 5 – APPLICATION FEE

DIA charges a fee for the assessment of all Applications for Building Activity Consent. All fees are based on the construction/project value of the works or on an estimated cost, whichever is higher. Please refer to the DIA Building Approvals Guide for information on the current fee schedule.

**Payment for Building Activity Consent Applications must be made at the time of submission; no applications will be accepted without payment. (This page can be used as a Tax Invoice if required).**

Please circle your payment amount (reference [Building Approvals Guide](#))

Project Value/Cost	Fee (GST Inclusive)
Up to \$50,000	\$400
\$50,001 - \$100,000	\$500
\$100,001 - \$500,000	\$750
\$500,001 - \$1,000,000	\$1000
Over \$1m	0.1% of Project Value/Cost

Payment is to be made out to: (please tick)

Darwin International Airport  
ABN: 87081258157

Alice Springs Airport  
ABN: 19081258246

Tenant Creek Airport  
ABN: 42081258344

DIA will accept the following methods of payment (please circle your method of payment)

- Cash
- EFT (please see [here](#))
- Credit Card
- Cheque made payable to Darwin International Airport

**Date Paid:** \_\_\_ / \_\_\_ / \_\_\_      **DIA Reference #:** \_\_\_\_ / \_\_\_\_

(The DIA Ref# can be obtained from your DIA Project Manager or Property Manager)

## PART 6 – LESSEE CONSENT (IF NOT APPLICANT)

If the applicant (detailed in Part 1) is *not* the Lessee for the land area where the building activity is proposed to be carried out, this section must be completed by an Authorised Person of the Lessee Company to confirm their awareness and approval of the building activity consent application.

I, \_\_\_\_\_, \_\_\_\_\_ **hereby:**  
Print Name Job Title

- (i) Certify that the Lessee Company detailed in Part 2 of this form are aware of, and agree to, the proposed building activity as detailed in this application.

**Signed:** \_\_\_\_\_  
Signature

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

**PART 7 – APPLICANT CERTIFICATION**

To be completed by applicant:

I, \_\_\_\_\_ hereby:  
Print Name

- (i) Certify that the information provided in and attached to this application form and checklist is correct and complete to the best of my knowledge;
- (ii) Understand that DIA Building Activity Consent does not constitute permission to commence work on the proposed building activity;
- (iii) Understand the Building Approvals Process requirements and am aware of the need to obtain Building Activity Consent from DIA, Building Approval from the Airport Building Controller and a PERCOW from DIA before works on the proposed building activity may commence;
- (iv) Confirm that the drawings and plans supplied with this application form will be the same drawings and plans that will be submitted to the Airport Building Controller when applying for Building Approval (in the form of a Building Permit, Works Permit or Demolition Authorisation);
- (v) Agree to DIA publishing information regarding the proposed building activity on the DIA website as per requirements under the Airports (Building Control) Regulations 1996.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

## PART 8 – APPLICATION CHECKLIST

Please complete this checklist and submit with your Application for Building Activity Consent and all supporting documentation as appropriate.

No.	Section	Criteria	Answer			Comments
1.	General 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"/>	
		1 x Hardcopy set of Drawings / Plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		1 x Electronic set of Drawings / Plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Proposed 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"/>	
		Project Risk Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Verification of Cost of Project	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Locality Map	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
2.	Plan Specifications	<b>The Site Plans clearly show:</b>				
		The entire site, boundary setback dimensions, site coverage and true North	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Details of all relevant existing and proposed buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		The topography of the land (using contours or Height Datum)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Details of any easements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		<b>The Floor Plans clearly show:</b>				
		The layout of the proposed development, including all levels of the building	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Internal walls/partitions and room names/uses	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Dimensions of existing and proposed work	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		<b>Elevations and Sections clearly show:</b>				
Natural ground level and any proposed changes to ground level	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>			

		Height of the proposed development from natural ground level to finished floor level(s), ceiling and roof ridge levels	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Landscape Plans clearly show:</b>						
		Location and Species of any trees to be retained or removed <i>(Note: Cycad relocation requires NTG Permit)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Areas of proposed land clearing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Location of planted and turfed areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Driveway and path details (including bridging and culvert details over services in footpath reserves)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Proposed tree and shrub planting, including the estimated height and maturity <i>(Note: Cycad relocation requires NTG Permit)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Sections showing soil depth if applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Drainage Plans clearly show:</b>						
		Layout and levels of all pits and pipes to drain the site, with the catchment for each adequately defined	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Any provision to intercept water flowing onto the site from beyond its boundaries	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Locations and levels of the on-site detention basins	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Locations and levels of any stormwater treatment measure	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Locations, volumes and levels of any proposed points of discharge to DIA system	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>3.</b>	<b>Development Details</b>	Please provide development details here →	Site Area _____m <sup>2</sup> Building Site Coverage _____% Building Setback Front _____m Building Setback Back _____m Car Parking Numbers _____  <input type="checkbox"/> N/A			

4.	Services General	Service connection points identified	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Meters (as approved by DIA) provided for service connections: Electricity, Water, Gas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
5.	Electrical	Application for electricity supply required and attached ( <a href="#">application form</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Electrical maximum demand and supply  <i>Note: A maximum demand calculation is required from your electrical consultant or electrician, upgrades to standard power supply is at tenant's own cost</i>	• Number of Phases 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> • Amps Per Phase _____ • Total Power Demand (kwh) _____			
6.	Hydraulics	Application for potable water supply required and attached ( <a href="#">application form</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Application for sewerage connection required and attached ( <a href="#">application form</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
7.	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"/>	
8.	<b>Waste Management</b> <i>Note: Backflow prevention devices are required to be installed on all relevant water supply pipe work</i>	Application for Trade Waste required and attached ( <a href="#">application form</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Proposed location of waste skips or compacter units has been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
		Details of proposed grease traps and/or interceptors have been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
9.	Communications	Telecommunication details have been provided and likely provider has been identified	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
10.	Dust, Fumes or Odours	Does your equipment or nature of your business produce dust, fumes or odours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
			<i>If yes, have you provided details?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
11.	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"/>	
			<i>If yes, have you provided details?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			

12.	<b>Exhaust / Vents / Ventilation</b>	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"/> <i>If yes, have you provided details?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
13.	<b>Lighting</b>	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 have been provided and are compliant with MOS 139	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
14.	<b>Fuel, Toxic and Hazardous Material Storage</b>	Details of any fuel, toxic or hazardous material storage have been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
15.	<b>Staff Numbers</b>	The expected number of staff to be located at the proposed development once completed?	No. of people _____ N/A <input type="checkbox"/>	
16.	<b>Fire Engineering</b>	Does project require a Fire Engineering Solution?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <i>If yes, have you provided details?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
17.	<b>Traffic Management</b>	A Traffic Management Plan has been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		The locations and numbers of road crossings have been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Car Parking details have been provided	No. of spaces _____ N/A <input type="checkbox"/>	
18.	<b>Radio Interference</b>	Will the project generate any radio transmission or 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 & Location _____	



			_____m_____	
<b>19.</b>	<b>External Signage</b>	Details of all external signage have been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>20.</b>	<b>Materials and Finishes</b>	Materials and finishes details have been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>21.</b>	<b>Security</b>	Is the project located in a Security Restricted Area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Is the project located in a Customs Controlled Area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Is the project located in a Sterile Area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Will the project require a change to the Airside Fence?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>22.</b>	<b>Environment</b>	Proposal complies with DIA Environment Strategy	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Is the proposed site on the DIA Contaminated Site Register?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>23.</b>	<b>Sustainability</b>	Design complies with Section J of the Building Code of Australia	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		Details of all measures incorporated in design to demonstrate sustainability initiatives have been provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>24.</b>	<b>Accessibility</b>	The proposal complies with the intent of the Disability Discrimination Act 1992 and related disability standards	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Please submit hardcopy application and documentation to the DIA Airport Management Centre so that payment of DIA application fee can be processed. Electronic copies of application and documentation are required to be sent to [development@ntairports.com.au](mailto:development@ntairports.com.au) and/or your DIA Project/Property Manager. No applications will be reviewed until payment of application fee has been made.