

## Advisory Notice: Building Permit Application Processing December 2025 to March 2026

### **Important Notice:** Building Permit Applications – December 2025 to March 2026

Applicants are advised that due to staff availability, approved long service leave, and Christmas closure, temporary changes will apply to the lodgement and assessment of building permit applications during this period.

Any building permit application lodged in the weeks leading up to 24 December 2025 will not be assessed during 2025.

From 5 January 2026, all building permit applications received may be referred to an external party for assessment.

**During this period, incomplete building permit applications will not be accepted under any circumstances.**

All applications must be complete at the time of submission and must include all information required within a building permit application, including (where applicable) owner-builder information, Home Indemnity Insurance (HII), certified plans, specifications, certificates, and supporting documentation.

All applications submitted during this period must include plans and supporting documentation certified by a practising structural engineer (some minor exemptions apply). Structural certification must be site-specific, signed and dated, and applicable to the proposed building work. Applications without structural engineering certification will be considered incomplete and will not be accepted.

Statutory assessment timeframes under the Building Act 2011 will not commence until a complete and compliant application has been accepted. No priority, expedited, informal, or pre-assessment of applications will be undertaken during this period.

Applications that are incomplete, missing information, or non-compliant will be refused in accordance with section 22, Division 2, Part 2 of the Building Act 2011. Refused applications will require a new application and payment of applicable fees prior to reassessment.

Additional documents submitted after lodgement will not be used to make an incomplete application compliant.

Applicants are strongly encouraged to ensure their application is complete and compliant prior to lodgement to avoid refusal and delays.

Enquiries regarding these arrangements should be directed to the Shire's general building services email address. Individual officers will not be available during the specified periods.

