

CONTRACTOR GUIDELINE FOR BUILDING ACTIVITY COMPLETION

SCOPE

The Building Activity Completion is required by Melbourne Airport to ensure that works have been constructed in accordance with the approved scope of work and Permit to Commence Work (PERCOW).

DO I NEED TO APPLY...

Works carried out under a PERCOW require a Building Activity Completion certificate prior to Practical Completion being granted, or applying for Certificate of Compliance (CoC) from the Airport Building Controller (ABC).

OVERVIEW

To obtain a Building Activity Completion you will need to take the following steps:

- Confirm that the works as described in the Building Activity Application has been completed. Works may be delivered in stages if practicable.
- Contact the relevant stakeholders as nominated in the PERCOW to arrange:
 - Relevant documentation to confirm works are complete as described; and
 - Site visit to inspect the works.
- Prepare and check the application for Building Activity Completion is filled in correctly and accurately describes the works. If a partial completion is being sought, this needs to clearly be stated and the partial completion be adequately described to allow stakeholder signoff;
- Obtain signatures from the nominated stakeholders on the signoff Form, all signatures are to be listed on the same page;
- Return to your online Application and initiate either Partial or Final completion. Submit the signed completion form, issued with your PERCOW.