

Contractor Guideline for CONSENT and PERCOW (Permit to Commence Work) Applications

SCOPE

A Permit to Commence Work (PERCOW) is required to be obtained from Melbourne Airports Building Approvals Leader (BAL) prior to commencing work on site.

DO I NEED TO APPLY...

All works require a PERCOW unless exempt. Please contact the BAL to discuss if your works require a PERCOW.

APPLICATION PROCESS

All Building Activity requires the Airport Building Controller (ABC) to review impending works before an application for Permission to Commence Work (PERCOWS) can be made. The ABC will grant either a Building Permit or Works Exemption after reviewing the application. If the Building Activity requires a Building Permit, the ABC will await the Airport Lessee Consent before issuing.

PREPARING FOR YOUR APPLICATION

Prior to submitting your Airport Lessee Consent and/or Permission to Commence Work (PERCOWS) application, please talk through the proposed Building Activity with your Melbourne Airport Business Partner. They will be able to assist you in preparing your application.

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Obtaining a PERCOW may not allow all activities on the application to commence when onsite. Works requiring additional local works notifications or permits will still require those permits to be obtained prior to undertaking activities onsite. For example: electrical, hot works, road closures, excavations.

Visit the below site for additional permits, notifications that may be required;

www.melbourneairport.com.au/Corporate/Home

COMMENCING YOUR APPLICATION:

To obtain a PERCOW you will need to take the following steps:

- Obtain your Permit or Exemption from the ABC
- Prepare and check supporting documentation for completeness
- Liaise with stakeholders and address issues and questions
- Apply for local permits and works notifications as required once PERCOW is issued
- Third Party work is required to pay the Consent/PERCOW application fee to Melbourne Airport before your application will be reviewed.
On Submission of Application you will be prompted to make payment.

Fee Schedule located in Building Approvals in 'Working here' on our website:

www.melbourneairport.com.au/Corporate/Home

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SUBMITTING THE APPLICATION

Capital, Replacement, Operating APAM Works and 3rd Party Works

CAPEX, REPEX, OPEX and 3rd Party Works application are now via our new online link below

www.melbourneairport.com.au/Corporate/Working-here/building-approvals

CONSIDERATION FOR GRANT OR REFUSAL OF CONSENT

When considering your application for PERCOW the Melbourne Airport Building Approvals Leader will check to see if the below information has been received:

- Airport-lessee Company Consent
- ABC Permit (or Exemption)
- Contractor Insurance documents (3rd Party works only)

DECISION ON THE APPLICATION

A written confirmation of your application either granting or refusing your PERCOW will be emailed to you.

USEFUL INFORMATION

Link to the Approved Airport Master Plan

<https://www.melbourneairport.com.au/Corporate/Planning-projects/Master-plan>

CONTACT US

For any queries please call the Melbourne Airport Building Leader on +61 3 9297 1310 or email Building.Approval@melair.com.au

If you have been issued an Application ID Reference Number, for the works about which you are requiring, Don't forget to quote it to assist in your enquiry.