

## BUILDING APPLICATION GUIDELINES For Dwellings and Outbuildings

Before commencing building work a permit must be obtained. Council's building section can assist with building applications and assessment where they are lodged with Council. Construction work within Queensland is regulated within the requirements of the *Building Act 1975* and the *Planning Act 2016*.

With few exceptions all construction work on private land requires a building permit and in each case DA Form 2 needs to be completed and lodged together with appropriate drawings and fees.

When a permit is obtained through Council, a condition of approval is that Council must be notified at relevant stages of the work in order that inspections can be carried out. Such inspections are designed to assist Council in ensuring that building work within the local authority complies with the Building Code of Australia.

In order to enable for the processing of building applications and issue of permits within the required time frame it is essential for the application to be **completed in** content and **correct in** detail.

### 1. REQUIRED DOCUMENTS FOR BUILDING APPLICATION

The *Building Act 1975* and Queensland Building Construction Commission Act require all building plans to be prepared by a licensed draftsman, architect or a Registered Professional Engineer of Queensland (RPEQ). The plans must be signed by the designer and his licence number marked on them. The only exception to this rule is for plans drawn by a licensed builder for work they are constructing themselves.

#### Class 1a - Dwelling including alterations and additions

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) Three (3) copies of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tanks, cut and fill and retaining walls.
- d) Three (3) copies of a contour plan indicating relative levels of the site, the floor level of the dwelling, any excavation works and retaining walls. The contour plan is required regardless of the slope but with larger allotments only in the vicinity of the work. The plan must be suitable for the purpose of Council assessing dispersal of stormwater run-off, suitability of effluent disposal systems and likelihood of slope stability requirements.
- e) Three (3) copies of construction plans to include dimensioned floor plans with window sizes, all external elevations, typical sections showing construction methods, tie down schedule, wall bracing schedule, complete material schedule, location of all smoke alarms, details of energy efficiency and certification, downpipe location to be marked on the floor / roof plan.
- f) Original soil report and design for footing/slab certified by RPEQ - this applies for all types of dwellings.

- g) Provide confirmation of insurance from Queensland Building and Construction Commission (QBCC) insurance (if applicable). See Item 7.
- h) Evidence of Q-Leave. See item 7.
- i) Wind speed rating to be determined by the building designer.
- j) For crossover access provisions contact Infrastructure Services on (07) 5540 5111. Note – Plan presentation – plans preferably on A3 size paper and drawing thereon are to be produced to scale, general details not less 1:100, detailed sections 1:20.

#### **Class 10a - Garages, carports, sheds, attached roof pergola, patios**

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) Three (3) copies of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tank, cut and fill, retaining walls.
- d) Three (3) copies of construction plans to include dimensioned floor plans with window sizes, all external elevations, typical sections showing construction methods, tie down, wall bracing, footing/slab design, proprietor and special design to be signed by RPEQ.
- e) Provide confirmation of insurance from Queensland Building and Construction Commission (QBCC) insurance (if applicable). See Item 7.
- f) Evidence of Q-Leave. See item 7.
- g) A letter specifying the intended use of the shed if over 150m<sup>2</sup>. Sheds shall not be used for any commercial or industrial purposes, which are not ancillary to the bonafide occupation or use of the subject site.

#### **Class 10b - Swimming Pool/Spa and Fencing**

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) Three (3) copies of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed swimming pool/spa and fencing with distances from boundaries and any easements and existing buildings.
- d) Three (3) copies of construction plans to include dimensions of pool/spa, typical sections and Structural details certified by a Registered Professional Engineer of Queensland, pump and filtration details and fencing details.

#### **Class 10b - Retaining Walls, Masts, Antennas, Advertising Signs, etc.**

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) Three (3) copies of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed swimming pool/spa and fencing with distances from boundaries and any easements and existing buildings.
- d) Three (3) copies of construction plans to include dimensions of pool/spa, typical sections and Structural details certified by a Registered Professional Engineer of Queensland, pump and filtration details and fencing details.

### Building Siting Variation Requirements (Class 1 and 10)

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) Three (3) copies of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tank, cut and fill, retaining walls. Letter requesting variation.
- d) Siting requirements are regulated the Queensland Development Code, Development Control Plans and/or Planning Schemes.
- e) **Building envelopes** designated for specific allotments with subdivision approval may dictate the siting requirements and general sitting of structures these plans are available from Council at a prescribed fee. Contact Council's Planning section on 07 5540 5111.

### Commercial/Industrial Applications

Council has limited capacity to receive and assess Commercial/Industrial building applications therefore Council recommends you lodge the application with a Private Certifier.

### 2. FLOOD AFFECTED BLOCKS

Building applications for structures on flood affected lots is referred to Council's Infrastructure Services Department for assessment on 07 5540 5111. Floor level of a flood affected lot will be determined by Queensland Development Code Part 3.5. Approval may not be given or given with specific conditions, where it is determined that the site could be adversely affected by general or localized flooding.

### 3. UNSTABLE SLOPES

Where Council's Planning section overlays indicates that a proposed building site could be affected by unstable ground, a geotechnical engineer's slope stability report will be required to assist Council in a decision.

### 4. WIND RATING

Buildings have to be designed to withstand anticipated wind velocities as outlined in Australian Standards and generally Council confirms the rating used by the designers. An engineer may be engaged to determine the appropriate design wind speed or alternatively.

### 5. CERTIFICATION OF STRUCTURAL DESIGN BY REGISTERED ENGINEER

This is required where the structure is not covered by accredited manuals and applies for example to most steel and concrete structures, large retaining walls and extreme wind classifications. Manufacturers of steel sheds and garages will usually be able to provide this for their applications. This design also needs to cover the design for footing and slab.

### 6. PLANNING PROVISIONS

Building applications may be referred to Council's Planning Department.

## **7. QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION (QBCC)**

### **Building Insurance**

Where a registered builder or carpenter is engaged, QBCC insurance may need to be paid. Please contact QBCC on 139 333.

### **Owner Building Courses**

Where an Owner Builder permit is required, an Owner Builder Course may need to be completed. Contact the QBCC on 139 333 to obtain further information.

### **Q-Leave Levy**

Q-Leave levy may be payable if the cost of the work exceeds amount determined by QBCC. Contact the QBCC on 139 333 to obtain further information.

## **8. RETAINING WALLS**

A retaining wall may require a building application.

## **9. REMOVAL STRUCTURES (Class 1 and 10)**

A separate process applies to Removal Structures. Please refer to the "Process for Removal of Buildings - Class 1 and 10" on Council's website.

## **10. SIGNS**

A building application (including certification by a Registered Professional Engineer of Queensland) is also required. License applications should be made to Council's Health, Building & Environment Section on (07) 5540 5111.

## **11. LIVING ON SITE**

A permit is required from Council's Health, Building and Environment section for a limited period while building work is in progress. For further details contact (07) 5540 5111.

## **12. EXISTING STRUCTURES WITHOUT APPROVAL**

Building applications are required to be submitted to Council or a Private Certifier to allow existing structures to remain. Relevant application forms and plans need to be supplied – refer to section 1 above. Planning referral may also be applicable.

## **13. BUILDING AND PLUMBING INFORMATION PACKS**

These packs are available on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au).

*Should you require any assistance in completing your Building Application, please contact the Building & Plumbing section on (07) 5540 5111.*