

# **BUILDING INFORMATION PACK**

## **CLASS 10b**

### **Swimming Pool / Spa & Fencing**

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Note – the most current version of Form 2 is to be submitted to Council. A link to the current version is available on Council's website or on the Queensland Government website at [www.business.qld.gov.au](http://www.business.qld.gov.au) and search for building forms.

#### ***Fee Schedules***

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#### ***To submit your form to Council***

- **Via Email** - [mail@scenicrim.qld.gov.au](mailto:mail@scenicrim.qld.gov.au)  
Forms must be scanned separately and not as a whole document e.g. application forms, plans, reports etc.
- **Mail to:**  
Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285
- **In Person:**

Beaudesert Customer Service Centre	82 Brisbane Street, Beaudesert
Boonah Customer Service Centre	70 High Street, Boonah
Tamborine Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain
- **Contact Council:**  
Phone: 07 5540 5111  
Fax: 07 5540 5103  
Email: [mail@scenicrim.qld.gov.au](mailto:mail@scenicrim.qld.gov.au)

## CHECKLIST

### Class 10b – Swimming Pool / Spa & Fencing

- ☐ **DA Form 2 completed** – A link to the current version is available on Council's website or on the Queensland Government website.
- ☐ **Application fees**
- ☐ **1 complete sets of the following:**
  - ☐ **Site Plan**
  - ☐ **Construction Plans** (Building Application Guidelines have exact details)
    - Each plan to be signed by a person licenced to draw plans and to include their licenced number; or
    - A signed letter by the licenced person referencing the relevant plans.
  - ☐ **Footing/Slab Design**
    - Certified by a Registered Professional Engineer of Qld (RPEQ).
  - ☐ **Pump and Filtration Details**
  - ☐ **Fencing Details**
    - In accordance with Standard Building Regulations 1993

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



## **BUILDING APPLICATION GUIDELINES**

### **How to Lodge a Building Application**

The guidelines below outline the requirements of a properly made building application.

Before commencing building work a permit must be obtained. Council's building section can assist with building applications and assessment for class 1 (dwelling) and class 10 (shed) 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 must be completed and lodged together with appropriate plans, reports 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.

Applications can be lodged with Council either via email at [mail@scenicrim.qld.gov.au](mailto:mail@scenicrim.qld.gov.au) or mailed to Scenic Rim Regional Council, PO Box 25, Beaudesert Qld 4285.

Applications lodged via email should be scanned separately into a PDF format e.g. Form 2, construction plans, individual reports such as soil report, energy efficiency etc.

### **Processing of Applications**

In order to enable applications to be processed within the required time frames, it is essential for the application to be completed in content and correct in detail. Should deficiencies be found in the application, an information request will be forwarded to the applicant requesting they provide additional information to satisfy the assessment requirements for the application.

### **IMPORTANT NOTICE: PRIVACY STATEMENT**

Any personal information that Scenic Rim Regional Council collects throughout an application process is in accordance with the *Planning Act 2016*, *Building Act 1975* in order to assess the application. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your personal information is handled in accordance with the *Information Privacy Act 2009* and your information will not be given to any other person or agency unless you have given us permission or we are required by law.

### **1. REQUIRED DOCUMENTS FOR BUILDING APPLICATIONS**

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) One (1) copy 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) One (1) copy 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) One (1) copy 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 1 and 10 Removal Structures**

A separate process applies to Removal Structures. Please refer to the "Building Preliminary Removal Dwelling Information Pack" available on Council's website.

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

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) One (1) copy 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) One (1) copy 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) One (1) copy 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) One (1) copy 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.
- e) For additional information go to the QBCC website at [www.qbcc.qld.gov.au/home-building-owners/pool-safety](http://www.qbcc.qld.gov.au/home-building-owners/pool-safety)

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

- a) Completed application DA Form 2.
- b) Fees (see separate schedule of current fees).
- c) One (1) copy 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) One (1) copy 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) One (1) copy 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 by 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. Contact the QBCC on 139 333 to obtain further information.

#### **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. Where retaining wall is associated to a house slab, construction detail needs to be shown on footing/slab design.

### **9. 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.

### **10. 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 Council on (07) 5540 5111.



#### **11. 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.

#### **12. 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.*



# DA Form 2 – Building work details

Approved form (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving building work**.

For a development application involving **building work only**, use this form (DA Form 2) only. The DA Forms Guide provides advice about how to complete this form.

For a development application involving **building work associated and any other type of assessable development** (i.e. material change of use, operational work or reconfiguring a lot), use *DA Form 1 – Development application details* and parts 4 to 6 of this form (DA Form 2).

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

**Note:** All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	
Contact name (only applicable for companies)	
Postal address (PO Box or street address)	
Suburb	
State	
Postcode	
Country	
Contact number	
Email address (non-mandatory)	
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	

## PART 2 – LOCATION DETAILS

2) Location of the premises (complete 2.1 and 2.2 if applicable)	
<b>Note:</b> Provide details below and attach a site plan for any or all premises part of the development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a> .	
2.1) Street address and lot on plan	
<input type="checkbox"/> Street address <b>AND</b> lot on plan (all lots must be listed), <b>or</b>	
<input type="checkbox"/> Street address <b>AND</b> lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).	



Unit No.	Street No.	Street Name and Type	Suburb
Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

## 2.2) Additional premises

- ☐ Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
- ☐ Not required

## 3) Are there any existing easements over the premises?

**Note:** Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see the [DA Forms Guide](#)

- ☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- ☐ No

# PART 3 – FURTHER DETAILS

## 4) Is the application only for building work assessable against the building assessment provisions?

- ☐ Yes – proceed to 8)
- ☐ No

## 5) Identify the assessment manager(s) who will be assessing this development application

## 6) Has the local government agreed to apply a superseded planning scheme for this development application?

- ☐ Yes – a copy of the decision notice is attached to this development application
- ☐ The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
- ☐ No

## 7) Information request under Part 3 of the DA Rules

- ☐ I agree to receive an information request if determined necessary for this development application
- ☐ I do not agree to accept an information request for this development application

**Note:** By not agreeing to accept an information request I, the applicant, acknowledge:

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties.
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.

Further advice about information requests is contained in the [DA Forms Guide](#).

## 8) Are there any associated development applications or current approvals?

- ☐ Yes – provide details below or include details in a schedule to this development application
- ☐ No

List of approval/development application	Reference	Date	Assessment manager
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			



9) Has the portable long service leave levy been paid?		
<input type="checkbox"/> Yes – a copy of the receipted QLeave form is attached to this development application <input type="checkbox"/> No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid <input type="checkbox"/> Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)		
Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

10) Is this development application in response to a show cause notice or required as a result of an enforcement notice?
<input type="checkbox"/> Yes – show cause or enforcement notice is attached <input type="checkbox"/> No

11) Identify any of the following further legislative requirements that apply to any aspect of this development application			
<input type="checkbox"/> The proposed development is on a place entered in the <b>Queensland Heritage Register</b> or in a local government's <b>Local Heritage Register</b> . See the guidance provided at <a href="http://www.des.qld.gov.au">www.des.qld.gov.au</a> about the requirements in relation to the development of a Queensland heritage place			
Name of the heritage place:		Place ID:	

## PART 4 – REFERRAL DETAILS

12) Does this development application include any building work aspects that have any referral requirements?
<input type="checkbox"/> Yes – the <i>Referral checklist for building work</i> is attached to this development application <input type="checkbox"/> No – proceed to Part 5

13) Has any referral agency provided a referral response for this development application?		
<input type="checkbox"/> Yes – referral response(s) received and listed below are attached to this development application <input type="checkbox"/> No		
Referral requirement	Referral agency	Date referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (if applicable)		

## PART 5 – BUILDING WORK DETAILS

14) Owner's details	
<input type="checkbox"/> Tick if the applicant is also the owner and proceed to 15). Otherwise, provide the following information.	
Name(s) (individual or company full name)	
Contact name (applicable for companies)	
Postal address (P.O. Box or street address)	
Suburb	
State	



Postcode	
Country	
Contact number	
Email address <i>(non-mandatory)</i>	
Mobile number <i>(non-mandatory)</i>	
Fax number <i>(non-mandatory)</i>	

#### 15) Builder's details

☐ Tick if a builder has not yet been engaged to undertake the work and proceed to 16). Otherwise provide the following information.

Name(s) <i>(individual or company full name)</i>	
Contact name <i>(applicable for companies)</i>	
QBCC licence or owner – builder number	
Postal address <i>(P.O. Box or street address)</i>	
Suburb	
State	
Postcode	
Contact number	
Email address <i>(non-mandatory)</i>	
Mobile number <i>(non-mandatory)</i>	
Fax number <i>(non-mandatory)</i>	

#### 16) Provide details about the proposed building work

What type of approval is being sought?			
<input type="checkbox"/> Development permit			
<input type="checkbox"/> Preliminary approval			
b) What is the level of assessment?			
<input type="checkbox"/> Code assessment			
<input type="checkbox"/> Impact assessment <i>(requires public notification)</i>			
c) Nature of the proposed building work (tick all applicable boxes)			
<input type="checkbox"/> New building or structure	<input type="checkbox"/> Repairs, alterations or additions		
<input type="checkbox"/> Change of building classification <i>(involving building work)</i>	<input type="checkbox"/> Swimming pool and/or pool fence		
<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation or removal		
d) Provide a description of the work below or in an attached schedule.			
e) Proposed construction materials			
External walls	<input type="checkbox"/> Double brick	<input type="checkbox"/> Steel	<input type="checkbox"/> Curtain glass
	<input type="checkbox"/> Brick veneer	<input type="checkbox"/> Timber	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Stone/concrete	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Other
Frame	<input type="checkbox"/> Timber	<input type="checkbox"/> Steel	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Other		
Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Other
Roof covering	<input type="checkbox"/> Slate/concrete	<input type="checkbox"/> Tiles	<input type="checkbox"/> Fibre cement
	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Steel	<input type="checkbox"/> Other
f) Existing building use/classification? <i>(if applicable)</i>			



g) New building use/classification? (if applicable)
h) Relevant plans <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a>.</i>
<input type="checkbox"/> Relevant plans of the proposed works are attached to the development application

<b>17) What is the monetary value of the proposed building work?</b>
\$

<b>18) Has Queensland Home Warranty Scheme Insurance been paid?</b>		
<input type="checkbox"/> Yes – provide details below		
<input type="checkbox"/> No		
Amount paid	Date paid (dd/mm/yy)	Reference number
\$		

## PART 6 – CHECKLIST AND APPLICANT DECLARATION

<b>19) Development application checklist</b>	
The relevant parts of <i>Form 2 – Building work details</i> have been completed	<input type="checkbox"/> Yes
This development application includes a material change of use, reconfiguring a lot or operational work and is accompanied by a completed <i>Form 1 – Development application details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
Relevant plans of the development are attached to this development application <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a>.</i>	<input type="checkbox"/> Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 9)	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable

<b>20) Applicant declaration</b>
<input type="checkbox"/> By making this development application, I declare that all information in this development application is true and correct
<input type="checkbox"/> Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the <i>Electronic Transactions Act 2001</i>
<i>Note: It is unlawful to intentionally provide false or misleading information.</i>
<p><b>Privacy</b> – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website. Personal information will not be disclosed for a purpose unrelated to the <i>Planning Act 2016</i>, <i>Planning Regulation 2017</i> and the DA Rules except where:</p> <ul style="list-style-type: none"> <li>such disclosure is in accordance with the provisions about public access to documents contained in the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i>, and the access rules made under the <i>Planning Act 2016</i> and <i>Planning Regulation 2017</i>; or</li> <li>required by other legislation (including the <i>Right to Information Act 2009</i>); or</li> <li>otherwise required by law.</li> </ul> <p>This information may be stored in relevant databases. The information collected will be retained as required by the <i>Public Records Act 2002</i>.</p>



## PART 7 – FOR COMPLETION BY THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received:  Reference numbers:

### For completion by the building certifier

Classification(s) of approved building work

Name	QBCC Certification Licence number	QBCC Insurance receipt number
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Notification of engagement of alternative assessment manager

Prescribed assessment manager	<input type="text"/>
Name of chosen assessment manager	<input type="text"/>
Date chosen assessment manager engaged	<input type="text"/>
Contact number of chosen assessment manager	<input type="text"/>
Relevant licence number(s) of chosen assessment manager	<input type="text"/>

### Additional information required by the local government

Confirm proposed construction materials:

External walls	<input type="checkbox"/> Double brick <input type="checkbox"/> Brick veneer <input type="checkbox"/> Stone/concrete	<input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Fibre cement	<input type="checkbox"/> Curtain glass <input type="checkbox"/> Aluminium <input type="checkbox"/> Other
Frame	<input type="checkbox"/> Timber <input type="checkbox"/> Other	<input type="checkbox"/> Steel	<input type="checkbox"/> Aluminium
Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Other
Roof covering	<input type="checkbox"/> Slate/concrete <input type="checkbox"/> Aluminium	<input type="checkbox"/> Tiles <input type="checkbox"/> Steel	<input type="checkbox"/> Fibre cement <input type="checkbox"/> Other

### QLeave notification and payment

*Note: For completion by assessment manager if applicable*

Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

### Additional building details required for the Australian Bureau of Statistics

Existing building use/classification? <i>(if applicable)</i>			
New building use/classification?			
Site area (m <sup>2</sup> )		Floor area (m <sup>2</sup> )	





**SCENIC RIM REGIONAL COUNCIL**  
**2022-2023 Fees and Charges**  
Effective From 1 July 2022

DETAILS OF FEE/CHARGE	2022-2023 Fee (\$)	Section 97(2)	Details of Relevant Act	* G S T
<b><u>Fences, (other than Pool Fencing)</u></b> Where separate to other Building Application and exceeding two metres in height (One inspection only) RPEQ design Form 15 and 16 issued	869.00 *	(a)	Building Act 1975 s 51	*
<b><u>Retaining Wall (Over 1m in Height)</u></b> Application Fee including ONE inspection. RPEQ design Form 15 and 16 issued	869.00 *	(a)	Building Act 1975 s 51	*
<b><u>Swimming Pools / Spa Pools</u></b> Swimming Pools, Spa Pools, including fencing Inspection of existing pool fence for compliance	861.00 * POA admin and private certifier costs	(a) (a)	Building Act 1975 s 51 Building Act 1975 s 246AH	* *
Application for Exemption from Swimming Pool Fencing under Section 235 of Queensland Building Act 1975	1,922.00 *	(a)	Building Act 1975 s235	*
Re-inspection fee for pool fence compliance	POA admin and private certifier costs	(a)	Building Act 1975 s 246AH	
<b><u>Advertising Signs</u></b> Assessment and mandatory final inspection by Council only, per sign. RPEQ design Form 15 and 16 issued	741.00 *	(a)	Building Act 1975 s 51	*
<b><u>Siting Variation Class 1 and 10 concurrent agent advice</u></b> Under Queensland Development Code MP 1.1 and 1.2 (Fee includes consequential amendments to building envelopes if required)	877.00	(a)	Planning Regulation 2017 Schedule 9	
<b><u>Amendments to Class 1 and 10 - Building with Council Approved Plans</u></b> (Refers only to amendments during construction and prior to completion date of approval) Minor change to layout, eg mirror reverse/revised siting Substantial change to layout Major redesign	331.00 664.00 Refer to new application fee	(a) (a)	Building Act 1975 s 51 Building Act 1975 s 51	
<b><u>Demolition or Removal of Building (Class 1 and 10) 'with SRRC being "Starting Council"</u></b> Demolition Approval or removal from site (One final inspection).	627.00 *	(a)	Building Act 1975 s 51	
<b><u>Class 2 to 9 Buildings, (Including alterations and additions), (Commercial, Industrial)</u></b> Building Approval & Inspections (Plumbing & Drainage Fees - Refer to Separate Schedule)	POA admin and private certifier costs	(a)	Building Act 1975 s 51	*
Tenancy Fit Outs (Shops & Offices) - No Structural Alterations to Building, Class 2-9	POA admin and private certifier costs	(a)	Building Act 1975 s 51	*
Special Structures - (no special Fire Services) per structure (i.e. Shade structures for farming activities)	POA admin and private certifier costs	(a)	Building Act 1975 s 51	*
<b><u>Certificate of Classification - Class 2 to 9</u></b> Copy of existing Certificate of Classification If a certificate of classification is requested for an existing building approved by Council which does not have a certificate of classification, the cost is to be assessed by the Supervising Building Surveyor or nominee. - Minimum Charge plus associated costs	See copying fee POA admin and private certifier costs	(c) (e)	Planning Regulation Schedule 22 Building Act 1975 S111	* *
<b>Building compliance notice Residential Services (Accreditation) Act</b> Up to 20 persons More than 20 persons	798.00 981.00	(e) (e)	Queensland Development Code 5.7 Queensland Development Code 5.7	
<b><u>Search Fees</u></b> Building/Plumbing approval & inspections record including register of notices	216.00	(e)	Planning Regulation Schedule 22; Plumbing & Drainage Act 2018 s155	
* Document Lodgement Fee applicable in addition to this fee				
<b><u>Miscellaneous</u></b> <b>Single Inspection Fee</b> Re-inspection of Building defects domestic Any single inspection not itemised elsewhere in this Schedule Property inspection to identify approved structures and provision of a report and advice on compliance for unapproved structures Visual inspection, buildings with permits issued and no plans available (ie: ONE (1) INSPECTION ONLY) Complete inspections where the Private Certifier has been disengaged (per inspection) Extending period of approvals fee (no lodgement fee required)	300.00 300.00 959.00 670.00 300.00 881.00	(e) (e) (e) (e) (e) (a)	Building Regulation 2006 s24 Building Regulation 2006 s24 Building Act 1975 Building Regulation 2006 s24 Building Act s145 Planning Act 2016 s86	
<b>Scenic Rim Regional Council engagement after Form 22 issued by private certifier (Class 1 and 10 only)</b> Administration fee (Inspection fee per site visit and aspect also payable under normal inspection fee and charge code) Issuing a new decision notice where Private Certifier has lapsed application and only a final inspection is required (Class 1 and 10 only) Local government referral agency listed in schedule 9 of the Planning Regulation 2017	441.00 1,223.00 * 457.00	(e) (a) (a)	Building Act s145 Building Act 1975 s51 Planning Regulation Schedule 9	
Extension of lapsing time for building development approval	457.00	(a)	Building Act 1975 s96	

**SCENIC RIM REGIONAL COUNCIL**  
**2022-2023 Fees and Charges**  
Effective From 1 July 2022

DETAILS OF FEE/CHARGE	2022-2023 Fee (\$)	Section 97(2)	Details of Relevant Act	* G S T
<b>Copying Fees</b>				
House plans (subject to availability & number) **	117.00	( c )	Planning Act 2016 s264 s313	
Copy of Class 2-9 plans (subject to availability & number - 6 pages) **	220.00	( c )	Planning Act 2016 s264 s313	
Copy of As Constructed drainage plans 2-9 **	220.00	( c )	Plumbing & Drainage Act 2018 s155	
- first 6 pages	Included with fee			
- every additional 6 pages	36.00	( c )	Planning Act 2016 s264 s313	
Copy of Certificate of Classification (allow 5 working days) **	125.00	( c )	Planning Act 2016 s264 s313	
Copy of As Constructed house drainage plan (domestic) for sewer and non-sewered areas if available **	70.00	( c )	Plumbing & Drainage Act 2018 s155	
Copy of Soil report **	79.00	( c )	Planning Regulation 2017 Schedule 22	
Copy of documents for PA and PDA - per page	15.50	( c )	Planning Act 2016 s264 s313; Plumbing & Drainage Act 2018 s155	
** Note: Where information cannot be provided a \$49.00 administration fees will be charged with the balance of the fee refunded.				
<b>Other Fees</b>				
Application for decision on occupation of building other than class 1-4 for residential purposes	904.00	( a )	Building Act 1975 s67	
Building Inspections carried out on behalf of Private certifiers (Class 1 and 10 only)	300.00	( e )	Building Regulations 2006 s20	
Building Surveyor - single inspection fee	300.00	( e )	Building Regulation 2006 s24	
* Document Lodgement Fee applicable in addition to this fee				



## CREDIT CARD AUTHORISATION

### CUSTOMER DETAILS

Cardholder's name			
Address			
Contact phone number (Business hours)			

### CREDIT CARD INFORMATION

Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		
Card number	_____ / _____ / _____ / _____		
Expiry Date	____ / ____		
Amount	\$ _____		
Submitted by			Date

### REASON FOR PAYMENT

Please include relevant reference/application/invoice numbers or attach separately (If applicable)


**IMPORTANT NOTICE - Privacy Statement**  
 Scenic Rim Regional Council is collecting your personal information on this form in order to process your payment. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

### Council Use Only

Date received	Receipt #
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### To submit your form to Council

### CLICK HERE TO SUBMIT VIA EMAIL

	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285	
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Mountain Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain
	(07) 5540 5111	 (07) 5540 5103  <a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>



# HOW TO MAKE YOUR POOL SAFER

Swimming pools should be fun, but before pool safety laws were introduced, drowning was one of the leading causes of death in Queensland for children under the age of five. Supervising young children, teaching them to swim at a young age, and effective pool fencing can save lives.

Since 1 December 2015 every pool owner has been responsible for ensuring their pool complies with the pool safety standard. Regulated pools include pools on properties where there is a house, townhouse, unit, hotel, motel, backpacker hostel or caravan park.

Here, we give you some simple and cost effective ways to make your pool safer and help you comply with the pool safety standard laws. These can be done by the homeowner or a pool safety inspector with an unconditional licence.

## SURROUNDING GARDEN BEDS AND GROUND LEVELS

A pool barrier must be a minimum 1200 millimetres above the ground level. The ground level or garden beds surrounding the barrier may reduce this height if they have been raised or grown over time.



A high garden bed provides easy access to the pool area.



This low garden bed keeps the fence effective.

### What can I do to comply?

- Remove surrounding garden beds
- Reduce the height of surrounding ground levels and garden beds
- Raise the barrier height to at least 1200 millimetres above the finished ground level:
  - If the work involves more than 2.4 metres of barrier or more than two posts, you will need a non-conformity notice (Form 26) from a pool safety inspector **before** starting the work.

## POOL GATES

Non-compliant pool gates can give a child access to a pool area. Common problems include:

- Gates opening inwards towards the pool area
- Gates not self-closing and self-latching from all positions
- Gates with semi-functioning or non-functioning hinges or closing mechanisms that stop the gate from closing completely
- Gates propped open or tied back.



Inward opening gates need modifying to open outwards.



The gate or components may need adjusting or replacing to ensure the self-closing mechanism works properly.



This gate is self-closing and in good condition.



Do not tie or prop open a gate when it's not being used.

### What can I do to comply?

- Adjust the gate to make it swing outwards away from the pool area
- Install a striker or latch to make the gate self-latching
- Adjust the self-closing mechanism or replace the hinges to make the gate self-closing
- Tighten the hinges to ensure they are capable of holding the gate
- Oil the hinges if the gate is not closing properly
- Ensure the gate is regularly maintained
- Never prop open or tie back the gate.

## FIXED, CLIMBABLE OBJECTS

- Fixed, climbable objects can give a child access to a pool area. For example:
  - Taps or light fittings on nearby walls
  - Branches of nearby trees or shrubs which are below the height of the pool barrier
  - Other climbable objects such as bracing on a deck near the pool area.



A power outlet has been shielded appropriately.



A tap fitting is a climbable object and must be shielded or removed.

### What can I do to comply?

- Shield any climbable objects with a non-climbable material such as flat polycarbonate sheeting, vertical palings or a shield that has an angle of 60 degrees or more
- Trim any branches within 900 millimetres of the pool barrier – if there are branches overhanging from an adjacent property, you may need to negotiate with your neighbour to remove them.



This deck bracing has been covered up with vertical palings less than 10 millimetres apart.



## WINDOWS THAT ACCESS THE POOL AREA

A building with windows that open more than 100 millimetres and directly into a pool area can provide a child with access to the pool. Installing window locks is not acceptable as they can be easily be left unlocked.



Louvres with a gap of more than 100 millimetres do not comply.



Windows that provide easy access to the pool area must be fixed permanently closed.



These windows have fixed security screens.

### What can I do to comply?

- Fix a rivet or screw in the tracks of the window to stop it opening more than 100 millimetres
- Insert a permanent window chock to stop the window opening more than 100 millimetres
- Install permanently fixed security screens on windows that open into the pool area.

## CLIMBABLE POOL BARRIER

The pool barrier itself may be climbable and provide foot or hand holds for a child to access the pool area. For example:

- An intersecting fence with horizontal cross rails within reach of the top of the pool barrier
- Lattice or another climbable material on the pool barrier
- Climable vegetation



A minimum 60 degree angled wedge fillet along the horizontal rail eliminates a foothold.



Remove any vegetation that can be used to climb into the pool area.



A flat polycarbonate sheet can be used to shield a climbable object.

### What can I do to comply?

- Fix a wedge fillet (minimum 60 degree angle) along the horizontal rails of the barrier
- Shield any lattice or other climbable material with a non-climbable material such as flat polycarbonate sheeting or vertical palings
- Trim any climbable vegetation on the barrier

## DAMAGED POOL BARRIER

A pool barrier in disrepair or with missing, loose or damaged palings can provide a gap of more than 100 millimetres or reduce the height of the barrier, giving children easy access into a pool area.



A fence in disrepair can lower the effective height of the barrier or provide a gap for a child to enter the pool area.



Gaps in a fence over 100 millimetres can provide easy access.

### What can I do to comply?

- Repair, replace or adjust fence palings
- Add non-climbable bracing to the barrier to provide greater stability

## MOVEABLE, CLIMBABLE OBJECTS

A child can use moveable, climbable objects to access a pool area. Common objects include:

- Pot plants
- Outdoor furniture
- Step ladders



A ladder is a climbable object and must be removed. The vegetation shown is acceptable as it is not climbable.



A pot plant could prop open a gate or be used to climb into the pool area and must be removed.

### What can I do to comply?

- Remove all climbable objects within 900 millimetres of the pool barrier
- Secure all moveable objects near the pool area

## NEED MORE INFORMATION?

Visit [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) or call QBCC on 139 333 and we can assist you.



## CLASSIFICATION OF BUILDINGS AND STRUCTURES

### Principles of Classification

The classification of buildings and structures or part of a building is determined by the purpose for which it is designed, constructed or adapted to be used. There are essentially 10 building classifications nominated in the Building Code of Australia (BCA). Each part of a building must be classified separately.

### Domestic Buildings and Structures (Ref: Volume 2 of the Building Code of Australia)

**Class 1a** - a detached house or one of a group of two or more dwellings separated by a fire resisting wall, including a row house, terrace house, town house or villa unit.

**Class 1b** - a boarding house, guest house, hostel or the like with a total area not exceeding 300m<sup>2</sup>; and in which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another class of building other than a private garage.

**Class 10a** - a non-habitable building being a private garage, carport, shed or the like.

**Class 10b** - a structure being a fence mast, antenna or the like, retaining or free standing wall, swimming pool or the like.

### Commercial and Industrial Buildings

**Class 2** - a building containing 2 or more sole occupancy units each being a separate dwelling.

**Class 3** - a residential building, other than a building of Class 1 or 2, which is a common place of long term transient living for a number of unrelated persons including – a boarding house, guest house, hostel, lodging house, back-packers accommodation; or the residential part of a hotel or motel; or the residential part of a school; or accommodation for the aged or children or people with disabilities; or the residential part of a health-care building that accommodates members of staff; or a residential part of a detention centre.

**Class 4** - a dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.

**Class 5** - an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8, 9.

**Class 6** - shop or other building used for the sale of goods by retail or the supply of services direct to the public, including – an eating room, café, restaurant, milk or soft drink bar; or a dining room, bar, shop or kiosk part of a hotel or motel; or a hairdresser or barber shop; public laundry or undertakers establishment; or market or sale room, showroom or service station.

**Class 7a** - a building which is a carpark.

**Class 7b** - a building which is for storage, or display of goods for sale by wholesale.

**Class 8** - a laboratory or a building in which in which handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade sale or gain.

**Class 9a** - a building of a public nature being a health care building, including those parts of the building set aside as a laboratory.

**Class 9b** - a building of a public nature being an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any parts of the building that are of another Class.

**Class 9c** - a building of a public nature being an aged care building.

**Important:** A building or structure that cannot be given a BCA classification shall be classified as a "Special Structure"



## Typical classifications for domestic buildings/structures

Description	Classification
Additions/alterations to a dwelling house	1a
Awning attached to a storage shed	10a
Cubby house	10a
Carport (whether free standing, or attached to another building)	10a
Deck (attached)	10a
Dwelling house (whether new, or a removal dwelling, or a relocatable dwelling)	1a
Flag pole	10b
Fence	10b
Garage	10a
Gazebo	10a
Green house/shade house or similar	10a
Patio – permeable roof cover (whether attached or free standing)	10a
Pergola – impermeable roof cover (whether attached or free standing)	10a
Pontoon	10b
Retaining wall	10b
Storage shed	10a
Swimming pool/spa	10b
Screening wall	10b
Shade sail (free standing)	10a
Shipping container used for storage (placed on a residential property for more than 30 days)	10a
Stable/animal accommodation	10a
Utility room or similar habitable area whether within a storage shed or as a detached “stand-alone building”	1a