

Class 1 Building Checklist (Dwelling, Secondary Dwelling, Additions and Duplex) **DA:** _____

THIS CHECKLIST MUST BE COMPLETED, AND REQUIRED DOCUMENTATION INCLUDED, BEFORE YOUR APPLICATION CAN BE ACCEPTED OR PROCESSED

Date Lodged: _____

Applicant's Name: _____

Email: _____

Site Address: _____

Is it intended to do a Group Title or Building units plan on the property/building? Yes No

I/we consent to receive all correspondence in relation to the Permit via email*: Yes No

*Note: additional charges may apply if printed copies are requested

No	Requirements for Class 1 Applications (Please see specific requirements on the guide)	Check box
1	DA Form 2 must be completed IN FULL	<input type="checkbox"/>
2	Site plan	<input type="checkbox"/>
3	Construction drawings and plans (floor plan, elevations, bracing, connections, materials, etc)	<input type="checkbox"/>
4	Engineer structural drawing and Form 15 certificate (including footing/slab design)	<input type="checkbox"/>
5	Geotechnical Soil Report	<input type="checkbox"/>
6	Builder details and insurance	<input type="checkbox"/>
7	Portable Long Service Levy (if applicable)	<input type="checkbox"/>
8	Energy Efficiency Report	<input type="checkbox"/>
9	Termite system details	<input type="checkbox"/>

Requirements for Demolition of Class 1 Building only:

- DA Form 2.
- Site Plan showing location of building to be demolished.
- If a portion of the building is remaining, provide drawing plans and engineer certification for remaining portion of the building to confirm how it will comply with the *Building Act 1975*, either as it remains after the proposed demolition or removal takes place, or after other stated work is carried out.
- Waste Disposal - Due care must be given to the correct disposal of building material (including asbestos material). The following details are to be provided:
 - The type of waste material
 - Where the material is to be disposed (must be a lawful disposal site).

OFFICE USE ONLY – Bushfire / Flood / A&A / Zone / Maintained Road / Biodiversity / Infrastructure / Mineshaft

Concurrence Fee	\$ _____	T 305
Lodgement Fee	\$ _____	T 304
Assessment Fee	\$ _____	T 308
Inspection Fee	\$ _____	T 308
Bushfire Fee	\$ _____	T 359
Total Building Application	\$ _____	

Floor Area: _____ m²

* PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act.

GUIDE FOR REQUIRED PAPERWORK TO SUBMIT WITH APPLICATION

This guide provides details of what is needed to lodge an application, and failure to provide information may cause delays in the approval.

IMPORTANT: NO WORK IS TO COMMENCE UNTIL A BUILDING PERMIT HAS BEEN ISSUED – THIS IS NOT A PERMIT

- Item 1** DA Form 2 provides application and building construction details. The form must be completed in full by the applicant.
- Item 2** The site plan must contain the following:
- Location of proposed new building. Where the work involves additions or renovations please highlight this new work on the plan with either colour or cross hatching;
 - Drawn to a suitable scale with the scale shown clearly, and indicating the north point;
 - Show the allotment boundary dimensions and proposed setbacks to the building from boundaries and easements;
 - Identify any applicable overlays, eg. flooding, bushfire, biodiversity overlay, mineshafts;
 - Show existing buildings and structures onsite, and appropriate uses;
 - Service locations, eg. sewer, water, stormwater, septic tanks, treatment plants, connection points and land application area;
 - The extent of any earthworks clearing showing any cut and fill operations, including slope protection and site drainage;
 - Building floor level in relation to proposed finished ground levels adjacent to the building;
 - Method of stormwater disposal, including location and size of all rainwater tanks (if applicable) and the location and size of all gutters, down pipes, drainage pipes and stormwater calculations as per National Construction Code (NCC) and AS3500;
 - Retaining wall details, including location, types, levels and heights, and/or slope protection required (if applicable).
 - Site drainage and surface water drainage details;
 - Water tanks to be indicated by size and location and drainage plan if internally connected.
- Item 3** **Suitably drawn and presented plans submitted by an accredited draftsman** inclusive of scaled drawings detailing all proposed dimensions relevant to site locations. Floor plans, elevations & cross sections of the anticipated construction of the building work are required at the time of lodgement. All drafted plans should be in accordance with the *Building Act 1975* and the current Standard Building Regulations and clearly indicate the following details:
- The name of the person responsible for the documents with registration/licence number shown on every sheet of the drawing/plan;
 - Details of the use, floor areas and measurement, proposed use and facilities, and building orientation;
 - Where the work involves additions or renovations, please highlight this new work on the plan with either colour or cross hatching;
 - The overall external height of the building in relation to the natural ground level, including finished floor level, and applicable earthworks;
 - The internal ceiling height of the rooms;
 - The location of smoke alarms;
 - Show compliance with the Building Code of Australia, relevant AS1684.1 & 2 Framing Manual & Standard Building Law and *Building Act 1975*;
 - Include a Structural Member schedule, Window schedule, Bracing Plan, Tie Down details, Member sizes and Elevations showing levels;
 - The proposed external cladding, internal lining, flooring materials and wet area coverings.
 - Bracing details must include location, type and method of fixing all bracing walls & sub floor bracing;
 - Tie down details must include location, type and method of fixing of all tie down members. Also showing a continuous means of tie-down from the footings through to the roof battens;
 - The window schedule must indicate type and sizes of all windows and treatments;
 - Details of vertical and horizontal reinforcements indicating size and location in accordance with AS3700-2001 for bond beam/masonry block (if applicable);

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- The Applicant is required to ensure the Design Wind Speed is suitable for the proposed site in accordance with AS1170.1. The Design Wind Velocity must include the Terrain Category, Shielding conditions and Topographical classification. A site inspection and calculation should be carried out to determine this Design Wind Speed by a Registered Professional Engineer of Queensland (RPEQ).
- The means of construction of the fire rated walls shall be sufficiently detailed to show the required fire resistance level is being achieved. This must include a detailed cross section of where the separating wall between the units meets the underside of the roof. (NOTE: this is only required for multiple dwelling/duplex applications).

Item 4 Structural Plans and Design Certificate (Form 15) from a suitably qualified Registered Professional Engineer of Qld (RPEQ) are required, including footing/slab/tie-down/bracing design. Council retains the right to request a Structural Adequacy Certificate after the application is received, should it be deemed necessary due to the proposed building design.

Item 5 Foundation design of the building is to be in accordance with AS2870.1. All footings, slab and piers should be designed by a geotechnical engineer based on individual site specifications. In some cases, Council may request additional information on the Geotechnical Soil Report after the application has been lodged, eg. if the building is to be constructed on fill or slippage sites. The foundation design must take into consideration the Design Wind Speed for the proposed site in accordance with AS1170.1.

Item 6 BUILDING CONTRACTOR

When a licensed building contractor is carrying out work over \$3,300 in value, Queensland Building Construction Commission (QBCC) Home Warranty Insurance Certificate must be provided. The value of the work must include materials and labour.

OWNER BUILDER

An owner builder permit is required for work valued at \$11,000 and over and the applicant must complete an "Owner Builder Course" approved by the Qld Building Construction Commission (QBCC). A copy of the Owner Builder's Permit must be included when lodging the Building Application. When calculating the value of building work, the owner builder applicant must include the cost of materials and the cost of labour as if a licensed contractor performed the work. For further information relating to owner builder course or permit, please contact the Queensland Building Construction Commission (QBCC) on 139 333.

Item 7 The Building and Construction Industry (Portable Long Service Leave) Act 1991 places a statutory requirement on the Assessment Manager (Local Council or Private Certifier) to sight a receipted Building and Construction Industry Notification and Payment form, or formal exemption from QLeave from payment of the levies and fee prior to the issue of a development permit.

Where a development application for building, plumbing or drainage work, with an estimated cost of the proposed work of \$150,000 or more, has been lodged the Local Council or Private Certifier must not issue the development permit, or approval, unless they have seen an approved form issued by QLeave (or written advice from QLeave) stating:

- (1) that the levies and fee or the first instalment of the levies and fee has been paid; or
- (2) that an exemption from payment of the levies and fee exists in relation to the work; or
- (3) that an exemption from immediate payment of the levies and fee exists in relation to the work.

Portable Long Service Leave for Owner Builder - if the work is covered by an Owner Builder Permit issued by the Qld Building Construction Commission (QBCC), QLeave must be notified of the work. However, no payment is required with the form if a valid Owner Builder Permit Number is provided. If you do not provide a valid Owner Builder permit number on the Notification and Payment Form, an exemption cannot be given and the full amount must be paid.

For further information please contact the Portable Long Service Leave Authority on 1300 753 283.

Item 8 The plans are to detail all Energy Efficiency measures as required by the National Construction Code (NCC).

Item 9 The installation will meet performance requirement of the National Construction Code (NCC) and have a system design life of at least 50 years and must comply with AS3660.1 requirements.