

**RECLASSIFICATION OF CLASS 10a SHED TO CLASS 1a DWELLING CHECKLIST
THIS CHECKLIST MUST BE COMPLETED
BEFORE YOUR APPLICATION CAN BE PROCESSED**

Owner's Name: _____
(*See Privacy Statement Below)

Applicant's Name: _____
(*See Privacy Statement Below)

Site Address: _____

OFFICE USE ONLY

BUILDING

Floor Area:m²

Concurrence Fee \$ _____ T 305

Lodgement Fee \$ _____ T 304

Assessment Fee \$ _____ T 308

Inspection Fee \$ _____ T 308

Bushfire Fee \$ _____ T 359

Other Fee \$ _____

Total Building Application \$ _____

Notes:

Checked By: _____ Entered By: _____ Receipt No: _____ Date: _____

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

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 2009.

RECLASSIFICATION OF CLASS 10a SHED TO CLASS 1a DWELLING CHECKLIST

Please consult the attached guide during completion of this checklist

	Applicant	Council Officer	Requirements for Reclassification of shed to dwelling applications
1			DA Form 2 – must be completed IN FULL
2			Two (2) full sets of plans and site plan including the requirements listed in the attached guide
3			Renovations and additions highlighted by colour or hatching on plans
4			Materials are nominated for Cladding, Lining and Finishes
5			Design Wind Velocity is nominated on plans
6			Energy Efficiency Report and Form 15 Design Certificate
7			Two (2) copies of the Engineers Geotechnical report, showing soil type and design of footings and slabs
8			Structural Engineers Report and Form 12 Structural Adequacy Certificate confirming suitability of reclassification to dwelling
9			Form 15 Design Certificate where required: <ul style="list-style-type: none"> - Form 15 Design Certificate (for additional or changed engineered design work); - Form 15 Design Certificate for glazing (existing glass doors and windows).
10			Termite Declaration specifying method of termite resistant system to be used or proposed
11			QBCC Confirmation of Insurance from builder (where work value >\$3,300) OR Owner Builders Permit Number (where work value >\$11,000)
12			Portable Long Service (Q Leave) Paid or Exempt Evidence (only applicable where work value >\$150,000)
13			Complies with Council’s adopted Amenity & Aesthetics Resolution requirements (Concurrence Agency Referral is required for reclassification. Siting to be checked. Refer BDF069)

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14			Mineshaft extent area (<i>Intramaps: Town Planning: Constraints</i>)
15			Flood level (<i>Intramaps: Town Planning: Overlays: Flood Hazard Overlay</i>) Checked - <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, contact Council’s Engineering Department)
16			QDC MP1.4 Infrastructure clearance for sewer, water & stormwater (refer <i>Intramaps: Infrastructure</i>)
17			TLPI – Protection of Biodiversity (<i>Intramaps: Town Planning: TLPI Overlay</i>)
18			Bush Fire Hazards (<i>Intramaps: Town Planning: Overlays: Bushfire Hazard Overlay</i>) Checked - <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, technical help required)
19			Easements and/or Covenants (<i>Intramaps: Town Planning: Property: Easements/Covenants</i>)
20			The following zones are exempt development for DWELLINGS ONLY and do not need preliminary Planning approval. <i>Residential Living, Residential Choice, Township, Rural Residential, Rural (ok if not in the Aerodrome Precinct and/or is fronting a road maintained by council/state), Specialised Centre (ok if in the Gympie Medical Precinct only).</i> IMPORTANT: If building application is for any other zoning OR multiple dwellings/duplexes, please contact the Planning section.

PLEASE NOTE:

- * The attached provides a guide to the information required when submitting an application. If this information is not provided, it may cause delays in the approval.

RECLASSIFICATION OF SHED TO DWELLING GUIDE

To help when filling out the attached Checklist

- Item 1** DA Form 2 Building Work details must be completed in full by the applicant.
- Item 2** **Suitably drawn and presented plans submitted by an accredited drafts person** 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:
- Details of the use, floor areas and facilities;
 - The location of smoke alarms;
 - The overall height in relation to the natural ground level;
 - The height of the floor/s above the proposed ground level;
 - Internal wall framing schedule and associated fixing details;
 - The name of the person responsible for the documents with registration/licence number (where applicable) shown on every sheet;
 - 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;
 - Bracing details must include location, type & method of fixing all bracing walls & sub floor bracing;
 - Tie down details must include location, type & 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;
 - Energy efficiency requirements as per the National Construction Code (NCC) Part 3.12;
 - Building orientations;
 - Details of vertical and horizontal reinforcements indicating size and location in accordance with AS3700-2001 for bond beam / masonry block.
- The site plan must contain the following:**
- Drawn to a suitable scale with the scale shown clearly & indicating the north point;
 - Show the allotment boundary dimensions;
 - Proposed setbacks to the building from boundaries & any easements;
 - Any existing structures and appropriate uses;
 - Any easements on the property;
 - Service locations, eg sewer, water and septic tanks and soakage trenches;
 - 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 NCC Part 3.5.2 and AS3500;
 - The extent of any earthworks - any cut and fill operations;
 - Type of retaining structure or slope protection required with levels & heights to be nominated;
 - Any means of site drainage;
 - Floor level in relation to proposed finished ground levels adjacent to the building;
 - Water tanks to be indicated by size and location and drainage plan if internally connected.
- Item 3** Where the work involves additions or renovations, please highlight this new work on the plan with either colour or cross hatching.
- Item 4** The specification or plans should also show the proposed external cladding, internal lining, flooring materials and wet area coverings.
- Item 5** 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).

- Item 6** The plans are to detail all energy efficiency measures as required by the NCC Part 3.12. Complete Energy Efficiency Report and Design Certificate (Form 15) to be provided by a suitably qualified energy assessor to ensure compliance with, and/or additional requirements for wall and ceiling insulation. The report will also include window and door schedule for BCA light and ventilation assessment.
- Item 7** Engineer Geotechnical Soil/Site Investigation Report showing soil type. Existing Footing & Slab must be designed to AS2870 and associated RPEQ requirements. Confirmation of existing foundation suitability will be confirmed in engineers report as per item 8.
- Item 8** Structural Engineers Report, confirming that the building can be reclassified from shed to dwelling, is to be provided by a suitably qualified RPEQ Structural Engineer, and must contain confirmation of the following:
- Slab must comply with AS2870 for a Class 1a Dwelling and have a vapour barrier installed under the slab;
 - Frame details confirming suitability of existing framework, making specific mention of items such as the initial adopted Building Importance Level, and potential loadings from the application of internal wall and ceiling linings to the existing shed framing members;
 - Ceiling height must be a minimum of 2.4m for a habitable room;
 - External walls (including openings around windows and doors) must prevent the penetration of water into the building.

Structural Adequacy Certificate (Form 12) is to be provided by a suitably qualified RPEQ Structural Engineer confirming that the existing footings, slab and frame are suitable for the conversion of the building from a Class 10a shed to a Class 1a dwelling. As these are mandatory inspection stages for a Class 1a building, the engineer must inspect these aspects.

- Item 9** If proposed changes differ from the originally approved shed permit, engineer will provide plans showing the proposed changes and corresponding Design Certificate (Form 15). If unapproved building work is existing, a Structural Adequacy Certificate (Form 12) is to be provided by a suitably qualified RPEQ Structural Engineer.

Design Certificate (Form 15) is also required from the manufacturer for the supply of all existing glass doors and windows (including safety glass to bathroom window).

- Item 10** Termite Management Installation Certificate (Form 16) to be provided confirming compliance with BCA 3.1.3 and AS3660.1 for the existing pipework slab penetrations. The installation will meet performance requirement P2.1 and P2.1.1 of the Building Code of Australia and have a system design life of at least 50 years and compliance with AS3660.1.

Item 11 A. BUILDING CONTRACTOR

When a licensed building contractor is being contracted to carry out residential construction work over \$3,300 in value, a contract must be entered into. An insurance premium must then be paid to the Queensland Building Construction Commission (QBCC) who then in turn forwards a confirmation of insurance.

The QBCC Insurance Scheme is a Statutory Scheme established by the Queensland Government to provide protection to consumers for insurable residential construction work over \$3,300 in value. It provides protection against:

1. Non-completion of the work covered by the contract;
2. Defective construction;
3. Subsidence or settlement of the building.

B. OWNER BUILDERS

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). These courses are provided by most TAFE institutions and several private providers. 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 in relation to the above please contact the Queensland Building Construction Commission (QBCC) on 13 9333.

Item 12 *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.*

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 (07) 3212 6811 or Email: yoursay@qleave.qld.gov.au - Fax: (07) 3212 6844.

Item 13 The erection of domestic buildings should comply with the adopted Amenity & Aesthetics Resolution which defines the maximum sizes, heights and acceptable locations for these structures. A building that is to be reclassified to a Class 1 building does not meet the criteria defined in the Amenity & Aesthetics Resolution, therefore requiring a Concurrence Agency Referral. All applicants should peruse this Resolution prior to submitting an application, or consult with Council Officers where further clarification is required.

Office use only:

Item 14 *To be checked by Council Officer.*

Item 15 *To be checked by Council officer against the Gympie Regional Council Planning Scheme 2013. A referral to Council's Engineering Services Directorate may be necessary to identify if property is flood affected and if so, owner may be required to engage a land surveyor to confirm flood levels and ascertain required building height.*

Item 16 *Sewer, Water and Stormwater clearance to be checked by Council Officer. Concurrence Agency Referral (BDF069) may be required if building over or near infrastructure.*

Item 17 *To be checked by Council Officer.*

Item 18 *To be checked by Council Officer.*

Item 19 *To be checked by Council Officer.*

Item 20 *To be checked by Council Officer*