



COASTAL BUILDING APPROVAL SERVICE

Commitment to Customer Satisfaction and Quality Service

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FACT SHEET

A Guide for Building Work Applications . . .

This brochure is designed to assist you on how to prepare the required documentation for a **development application** so it can be assessed by *Coastal Building Approval Service* in a timely manner. We recommend close attention to the guide when preparing the necessary documentation for building work development applications. Poorly prepared applications missing essential information will experience delays or may not be accepted for assessment.

~ Sheds, Garages, Carports, Shade Sails or A Like ~

COMPLETED APPLICATION FORM 1

- 'Application Details - IDAS Form 1' - is required for all applications and gives the address & a description of the project.
- 'Building Work - IDAS Form 2' - is required for all building applications. It lists the materials to be used, the size and value of the project; the builder's details.

- FORM 1 AND 2 – Application for Compliance Assessment** will be required if **any plumbing work** is proposed (e.g. new toilet to shed). This form lists the number of plumbing fixtures, water connection requirements, sanitary drainage requirements and the plumber & drainer's details.

SITE PLAN - (1 COPY REQUIRED) (SCALED Minimum - A3 size)

The site plan as a general rule should be drawn to a scale of 1:200; show the following information:

- (a) the property boundaries (*Can be obtained from the Registered Survey Plan available from the Department of Natural Resources, for a nominal fee*);
- (b) details and location of any easements on the property (*shown on the Survey Plan and/or from a deed title search*);
- (c) the outline and description of any existing buildings, structures, pool (including pool fencing and pool pump), services and infrastructure, on the property;
- (d) distances from the outer most projection of the proposed building work to all boundaries, including proposed road frontage setbacks and any existing buildings, structures, services and infrastructure;
- (e) finished floor levels, building pad levels, land surface levels and contour lines to AHD (Australian Height Datum) at ½ metre intervals and any proposed retaining walls or cut and fill, including the method of support or protection proposed for any embankment;
- (f) design details and location of proposed storm water and surface water drainage system;
- (g) the purpose for which any other buildings or structures on the allotment are used or intended to be used;
- (h) location and extent of any earthworks (excavation and filling);
- (i) details of the proposed method of erosion and sediment control being implemented - from the initial earthworks until such time that all disturbed areas are re-vegetated.

Refer to example site plan on back of pamphlet. ((AHD) Australian Height Datum)

Note: Photographs can provide a good record of important site features as well as existing and adjoining uses and street context.

PLANS & SPECIFICATIONS - (1 COPY REQUIRED) (SCALED Minimum - A3 size)

- Prefabricated Structures** - If the steel framed shed, patio etc is purchased from a supplier or hardware store in prefabricated kit form, it should be supplied with the appropriate engineer certified drawings which will show sufficient detail for your building work application. (Please note however that the assembly drawings alone i.e. "drawings that show how to put the shed together" are not sufficient).

Individually Designed Structures - For sheds, patios etc that are to be built specifically to the individual owners requirements structural plans will need to be provided. Plans should be drawn to a minimum scale of 1:100 with measurements clearly marked and be designed for the appropriate wind classification (C1, C2 etc) for the site. Construction details should be drawn to a larger scale of 1:50 and show the following information:

- (a) a floor plan showing dimensions of the building work (as well as the proposed plumbing fixtures);
- (b) all elevations (front, rear, sides, etc) showing finished floor levels and natural ground levels;
- (c) sufficient cross sectional views and details to show all structural members, their material type and stress grade;
- (d) bracing calculations showing the value of bracing required in both directions; the locations and types of new bracing walls to be installed to achieve these values;
- (e) the slab / footing plan & details showing the sizes and relevant reinforcement design;
- (f) timber framing details (member sizes and spacing) including any studs, lintels, rafters, plates and trusses;
- (g) concrete masonry wall details indicating reinforcement size and locations/spacing (including and bond beams and lintels);
- (h) tie-down and connection details; the height of the building or structure in relation to the natural ground surface level;
- (i) the height of the building or structure in relation to the natural ground surface level;
- (j) for a proposed alteration or addition to a building or structure, clear delineation of the proposed alteration/ additions in relation to the existing building or structure;
- (k) floor to ceiling height for all area's / room's within the structure;
- (l) use of the rooms and/or additions;
- (m) details of any second hand material being used.

RPEQ ENGINEER'S STRUCTURAL PLANS, ETC (SCALED Minimum - A3 size) or **Electronic Lodgement**

1. Footing and Slab Design details showing the sizes and relevant reinforcement design (Section 70 of the Building Act 1975)
2. Structural Framing - sufficient sections and details to show all structural members, their material type and stress grade
3. Bracing Plan and Tie-Down - Schedule bracing calculations for each level showing the value of bracing required in both directions; the locations and types of bracing walls to be installed to achieve these values
4. Timber framing schedule - details for walls /floors indicating member sizes and spacing (including any bearers, joists, studs, lintels, rafters, plates and trusses)
5. Truss Layout Plan
6. Form 15 'Design Compliance Certificate' (Original and fully completed) - (signed by RPEQ Engineer)

PLUMBING PLANS (WHERE APPLICABLE) (SCALED Minimum - A3 size) or **Electronic Lodgement**

1. Site Plan - showing storm water design and ground levels at AHD;
2. Floor Plan showing location of plumbing and drainage (under slab and or under floor design) ;
3. Water supply connection point to be shown on the plans;
4. Sewerage system connection point to be shown on the plans;
5. Location of backflow prevention devices;
6. Location and depth of all below ground water supply pipes and sanitary drainage pipes;
7. All plans to be **signed by the plumber** along with their name and registration/license number on each page of the plans;
8. Provide details on the site plan of the proposed Onsite Sewerage Facility Details - (if applicable) namely:
 - a. The type of effluent disposal system,
 - b. The location and size of the septic trenches (if any),
 - c. The location and size of the septic tank (if any).

EARTH WORKS PLANS (WHERE APPLICABLE) (SCALED Minimum - A3 size) or **Electronic Lodgement**

Earthworks Plan indicating the extent of the proposed excavation and/or filling works including and not limited to the following:

1. Building platforms with associated finished platform and floor levels;
2. Cut/fill batters;
3. Retaining walls - locations, heights and materials (where applicable);
4. Site works sections - minimum two sections required through the extent of the cut/fill batters.

GOOD PROCEDURES FOR DRAWINGS (SCALED Minimum - A3 size)

In preparing the above supporting information and proposal report, the following guidance is provided:

All drawings should - (as required by the *Building Act 1975*) ;

- be produced at a recognised scale, e.g. 1:100 or 1:200;
- be dimensioned;
- contain a unique plan number (with a revision code for amendments);
- indicate the date produced;
- include the name and registration number of the person (including engineers) who prepared the plans;
- indicate north.

AS CONSTRUCTED SEWERAGE AND DRAINAGE PLAN

This can be obtained from the Local Government / Council customer service for a fee.

SOIL TEST REPORT (WHERE APPLICABLE)

A soil investigation report (conducted by a certified person or company) must be provided with any building application for a new dwelling or major extension to a dwelling. **The soil test report must be addressed to the property owner and the assessment manager, clearly flagging that the report is for use and reliance by the assessment manager.**

All reports should:

- be dated;
- include a unique document number (with a revision code for amendments);
- indicate the name of the person who prepared the report;
- be reproduced at A4 size;
- be capable of black and white photocopying without affecting the clarity of graphics.

PERCOLATION TEST REPORT FOR NON-SEWERED SITES (WHERE APPLICABLE) (WITHIN THE MEANING OF THE QPW CODE)

In non-sewered areas where an on-site disposal system (e.g. septic tank) is required, a percolation test report and design of the disposal area must be completed by a competent person or company; be supplied to *Coastal Building Approval Service* when the building and/or plumbing work application is lodged for approval.

TERMITE / PEST CONTROL (WHERE APPLICABLE)

If the proposed building work contains materials susceptible to termite attack, a recognized form of termite control system will be required. A certificate (Form 15 'Design Compliance Certificate') from the termite barrier installer must be supplied to *Coastal Building Approval Service* upon completion of the treatment or installation.

LICENSED BUILDER

Where a licensed builder has been contracted to perform the building work and the project value is \$3,301 or over, the Building Services Authority (BSA) requires that insurance be paid on the project. Evidence in the form of the BSA '**Confirmation of Insurance**' needs to be submitted to *Coastal Building Approval Service* prior to the issue of the building work development permit.

OWNER-BUILDER

Property owners may perform building work up-to the value of \$11,000 (i.e. how much it would cost if a builder performed the work - labour and materials). An Owner-Builder permit, issued by the Building Services Authority (BSA), will be required for work valued at \$11,001 or over; is to be provided to *Coastal Building Approval Service* at the time of lodgement of the application. For work valued over \$11,000 an Owner-Builder Course will be required. The permit must be for building work for domestic purposes only.

For further information, please contact the local Building Services Authority (BSA) office in the phone book.

'BUILDING WORK' means for the purpose of the *Integrated Planning Act 1997*:

- (a) building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
- (b) excavating or filling
 - i. for, or incidental to, the activities mentioned in paragraph (a); or
 - ii. that may adversely affect the stability of a building or other structure, whether on the land on which the building or other structure is situated or on adjoining land; or
- (c) supporting (whether vertically or laterally) land for activities mentioned in paragraph (a).

'PLUMBING OR DRAINAGE WORK' means for the purpose of the **Plumbing and Drainage Act 2002**:

- (a) installing, changing, extending, disconnecting, taking away, repairing and maintaining sanitary drainage; or
- (b) installing, changing, extending, disconnecting, taking away, repairing and maintaining sanitary plumbing; or
- (c) installing, changing, extending, disconnecting, taking away, repairing and maintaining water plumbing, including hot water plumbing;

but does not include unregulated plumbing or drainage work.

SEWERAGE MAINS

It is desirable for buildings to be clear of sewerage mains. Building over a jump up connection or a sewer manhole is strictly prohibited. If your proposed building is on or near a sewer main (subject to approval by Mackay Water) you may be asked to:

- (a) make special provisions for the slab and footings over or adjacent to the sewer,
- (b) be responsible for the cost of movement of the structure should access to the sewer be necessary,
- (c) raise inspection openings in your house drainage to the finished floor level,
- (d) relocate the structure.

ENGINEERS DESIGN CERTIFICATION

In some instances design certification will be required from a **Registered Professional Engineer of Queensland (RPEQ)**.

These include (*but are not limited to*):

- (a) any suspended concrete floors,
- (b) the slab/footings design for structures located over or adjacent to any sewer or water mains,
- (c) the slab/footings design outside the scope of Australian Standard AS 2870,
- (d) high tie-down loads nominated by the truss supplier as requiring specific engineering design,
- (e) if the structure has steel members, *
- (f) retaining walls over 1.0m high, *

* (*unless duly certified suppliers details are submitted*)

TOWN PLANNING APPROVALS

In some cases your proposal may require Town Planning Approval or Concession.

These may include (*but are not limited to*):

- (a) boundary setbacks differing from Policy,
- (b) building height more than 7.5m above the natural ground level,
- (c) allotments smaller than 450m² in size,
- (d) granny-flats, home-based business, etc.

FURTHER ASSISTANCE

Coastal Building Approval Service is available to assist if you would like to discuss any matter relating to development applications.

You can obtain advice either by calling or meeting with us.

Disclaimer: This information sheet is produced by Coastal Building Approval Service in good faith and Coastal Building Approval Service accepts no responsibility for any ramifications or repercussions for providing this information.

EXAMPLE SITE PLAN

(NOTE - EXAMPLE NOT DRAWN TO SCALE)

