

# COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

## LODGEMENT CHECKSHEET

CBAS \_\_\_/\_\_\_

### BUILDING WORK - Class 1 - Dwellings

Local Government Area ..... Date Lodged ..... / ..... / .....

Type of Building Work .....

Applicant ..... Phone Number .....

Site Address ..... Lot ..... on .....

..... Lot Size ..... Ha/m<sup>2</sup>

Email Address ..... Floor Area ..... m<sup>2</sup>

**IDAS & OTHER:** (for more information please refer to 'A Guide for Building Work Applications')

Forms & Documents	
<input type="checkbox"/> Signed CBAS <i>Engagement and Fee Agreement</i> <input type="checkbox"/> Fees paid <b>Building Forms</b> <input type="checkbox"/> 'Application Details - IDAS Form 1' - Must be completed in FULL <input type="checkbox"/> 'Building Work - IDAS Form 2' - Must be completed in FULL	
<b>Plumbing etc (if applicable)</b> <input type="checkbox"/> Plumbing – Sewered – Proof of Lodgement (POL) <input type="checkbox"/> Plumbing – Septic – Compliance Permit <input type="checkbox"/> Copy of As-Constructed 'Sewer Plan' - (Available from Council) <i>(if applicable)</i>	
<b>Department of Natural Resources and Water</b> <input type="checkbox"/> Copy of Registered Survey Plan - ( <b>ALL</b> pages) (CBAS can provide for a fee) <input type="checkbox"/> Copy of 'Title Search & Registered Easements' - ( <b>ALL</b> pages) (CBAS can provide for a fee) <input type="checkbox"/> Copy of stamped transfer papers from Solicitor - Form 1 & Form 24 <i>(if applicable)</i>	
<input type="checkbox"/> Copy of BSA " <b>Confirmation of Insurance</b> " All insurable work over \$3,300 (including GST) must take out BSA insurance when working directly for domestic consumers. <input type="checkbox"/> Copy of <b>Q Leave</b> Notification & Payment Form <span style="float: right;">For proposed work \$80,000 or more. (From Australia Post)</span> <input type="checkbox"/> Copy of BSA Owner Builder License (if applicable) All work over \$11,000 (including GST)	
<b>Previous Approvals (if applicable)</b> <span style="float: right;">(1 Complete Copy of including stamped approved plans)</span> <input type="checkbox"/> MCU - Material Change of Use (flood, etc) <span style="float: right;">(Council Town Planning approvals pertaining to the lot)</span> <input type="checkbox"/> Operational Works <input type="checkbox"/> Reconfiguration of a Lot <input type="checkbox"/> Siting Variation <input type="checkbox"/> Covenant Approval <input type="checkbox"/> Landscaping Plans <input type="checkbox"/> Building Envelope Approval (sub-division) <input type="checkbox"/> Minor Works – Built Over & Adjacent to Sewer Approval + driveway <input type="checkbox"/> Septic Sites - Mackay Regional Council Plumbing Approval - Septic	



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# Building Application Documents

Building Act 1975, Clause 25

The documents must demonstrate that the building work will comply with the Building Act & Town Plan

	<p>1 Set of <b>Designer Plans</b> (Minimum - A3 size) or <b>Electronic Lodgement</b> <b>(Must be prepared and drawn by a BSA Licensed Building Designer, Licensed Builder (his own plans) or architect.)</b> The legislation requires the 'Designer's name and their registration / BSA licence number to be shown on every sheet of documentation.'</p> <p><b>Please Note:</b> BSA have advised that RPEQ Engineers are not permitted to prepare architectural drawings unless they are BSA Licensed Building Designer, however the RPEQ engineer can prepare the engineering component.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Schedule</b> of Drawings on the Cover Sheet</li><li><input type="checkbox"/> <b>Site Plan</b> (Including contours at AHD) (see 'Guide for building work applications - Dwellings' for more details) Site Plan must include location of sewer and or water line, man hole and sewer and or water line depth, easements, retaining walls, etc</li><li><input type="checkbox"/> <b>Driveway</b> and crossover design and construction detail plan - (if applicable)</li><li><input type="checkbox"/> <b>Slab Setout Plan</b> – (finished slab level to AHD must be shown)</li><li><input type="checkbox"/> <b>Proposed Floor Plan</b> (Including location of doors, windows, etc)</li><li><input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)</li><li><input type="checkbox"/> <b>Elevations Views</b> - (Minimum of 4 elevations for new buildings and all exposed elevations for alterations and/or additions.)</li><li><input type="checkbox"/> <b>Cross Sectional Views</b> - (Minimum of 2 cross sectional views and include ceiling height, roof pitch, overhangs, floor frame, roof and wall framing, size of framing &amp; type, etc.)</li><li><input type="checkbox"/> <b>Framing Setout Plan</b></li><li><input type="checkbox"/> <b>Wall To Truss</b> Connection Detail Plan</li><li><input type="checkbox"/> <b>Wall And Roof</b> Framing Detail Plan</li><li><input type="checkbox"/> <b>Stair &amp; Balustrade Construction</b> Detail Plan and notation</li><li><input type="checkbox"/> <b>Window Schedule or nominated on the plans</b> (Compliance with BCA, AS1288, AS2047 and AS/NZS 2208)</li><li><input type="checkbox"/> <b>Water Proofing Plan</b> and Details (Shower, shower floor details at the door way, etc)</li><li><input type="checkbox"/> <b>Electrical Plan / Floor Plan</b> (BCA Lighting, Smoke, Fan, Exhaust Fans, etc requirements)</li><li><input type="checkbox"/> <b>Termite Protection</b> details shown on the plans</li><li><input type="checkbox"/> <b>Construction Detail Notes</b> detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans.</li><li><input type="checkbox"/> <b>For more details refer to 'Fact Sheet 1' 'Guide for building work applications - Dwellings'</b></li></ul>
	<p>1 Set of <b>Hydraulic Plans</b> (Min - A3) or <b>Electronic</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plan</b> - showing Stormwater Design and ground levels at AHD</li><li><input type="checkbox"/> <b>Water supply</b> connection point to be shown on the plans including to the rain water tank</li><li><input type="checkbox"/> <b>Roof Drainage Plan</b> including downpipes &amp; location (BCA 3.5.2 and AS3500.3 and AS3500.5)</li><li><input type="checkbox"/> <b>Storm-water (SW) Drainage System</b> Details (including number &amp; size of SW pipes)</li><li><input type="checkbox"/> <b>Air Conditioning Unit's</b> Drainage System details shown on the plans</li><li><input type="checkbox"/> <b>Rain Water tank connection</b> details to dwelling (yard taps, etc) - (QDC-MP 4.2 - WATER SAVINGS TARGETS)</li><li><input type="checkbox"/> <b>Rain Water Overflow Connection</b> to legal point of discharge</li><li><input type="checkbox"/> <b>Rain Water tank support</b> (Rectification of Building Work Policy - BSA)</li></ul>

	<p><b>1 Set of <i>Engineering Structural Plans</i> (Min - A3) or <i>Electronic</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Geo-technical Soil Report</b> - (Including Slope Stability and acid sulphate requirements - if applicable) - (signed by RPEQ Engineer or BSA Licensed Geo-tech person)</li> <li><input type="checkbox"/> <b>Form 15 'Design Compliance Certificate'</b> - (signed by RPEQ Engineer. Must reference Geo-technical Soil Report, and be site specific) (original signed copy) (Can be supplied by the building designer)</li> <li><input type="checkbox"/> <b>Footing and Slab Design (Can be completed by the building designer)</b></li> <li><input type="checkbox"/> <b>Structural Framing Details and notation</b> (Timber, Timber Floor, etc) shown on the plans.</li> <li><input type="checkbox"/> <b>Wall Reinforcement and Bond beam Details</b> for Masonry Block work - (if applicable)</li> <li><input type="checkbox"/> <b>Bracing Plan and Tie-Down Schedule</b> (Including wind calculations) shown on the plans.</li> <li><input type="checkbox"/> <b>Timber Framing Schedule</b> shown on the plans.</li> <li><input type="checkbox"/> <b>Truss Layout Plan.</b></li> <li><input type="checkbox"/> <b>Truss Reaction Report</b> (Computations) / <b>Truss Design Criteria</b> (Complete) (uplift values (kN) etc)</li> </ul> <p><b>Note: For a 10 day turn around the Engineering Structural plans &amp; Details MUST be covered by the Engineer's Form 15 and referenced accordingly.</b></p>
<p><b>Supporting Documents</b> <span style="float: right;">Building Act 1975, Clause 25</span></p> <p>Each supporting document must demonstrate that the building work will comply with the Building Act.</p>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Energy Efficiency</b> Details - (BCA Deemed to Satisfy or BERS, AccuRate, FirstRate or BCA approved software)</li> <li><input type="checkbox"/> <b>Energy Efficiency</b> Approved Verification Assessment Report (Must be complete report - including endorsed plans)</li> <li><input type="checkbox"/> Form 15 'Design Compliance Certificate' - Energy Efficiency Details</li> <li><input type="checkbox"/> Wall Energy Efficiency Detail Plan (batten out for insulation, etc) <i>(if applicable)</i></li> <li><input type="checkbox"/> <b>Insulation Certificate</b> from the manufacturer showing compliance with the BCA. (<i>CodeMark</i> Certificate of Conformity) (Must be supplied)</li> <li><input type="checkbox"/> <b>Bushfire</b> Prone Area Details (Assessment report, etc) <i>(if applicable)</i></li> <li><input type="checkbox"/> <b>QDC - Sustainable Building</b> Requirements Form - completed</li> <li><input type="checkbox"/> Min Floor level AHD - <b>Flood level</b> - (Available from Council) <i>(if applicable)</i></li> </ul>