

# COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

## LODGEMENT CHECKSHEET

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

### BUILDING WORK - Class 10a - Shed / Garage (only)

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>	
<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 - <i>(if applicable)</i> <input type="checkbox"/> Copy of BSA Owner Builder License - <i>(if applicable)</i> All work over \$11,000 (including GST)	
<b>Previous Approvals (if applicable)</b> (1 Complete Copy of including stamped approved plans) <input type="checkbox"/> MCU - Material Change of Use (flood, etc) (Council Town Planning approvals pertaining to the lot) <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 <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 or Licensed Builder (his own plans))</b></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, <b>however the RPEQ engineer can prepare the engineering component.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plan</b> (Including contours at AHD for a distance of 5 metres around the proposed shed/garage building site) (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 - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Proposed Floor Plan</b> (Including location of doors, windows, etc) - <i>(if applicable)</i></li><li><input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - <i>(if applicable)</i></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> - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Stair &amp; Balustrade Construction Detail Plan and notation</b> - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Window Schedule or nominated on the plans</b> - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Water Proofing Plan and Details</b> (Shower, shower floor details at the door way, etc) - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Termite Protection details shown on the plans</b> - <i>(if applicable)</i></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 – Sheds, Garages, Carports, Shade Sails or A Like'</b></li></ul>
	<p>1 Set of <b>Engineering Structural Plans</b> (Min - A3) or <b>Electronic</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) - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Form 15 'Design Compliance Certificate'</b> - (signed by RPEQ Engineer. Must 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. - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Timber Framing Schedule</b> shown on the plans. - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Truss Layout Plan.</b> - <i>(if applicable)</i></li><li><input type="checkbox"/> <b>Truss Reaction Report</b> (Computations) / <b>Truss Design Criteria</b> (Complete) (uplift values (kN) etc) - <i>(if applicable)</i></li></ul>