

COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

LODGEMENT CHECKSHEET

CBAS ___/___

BUILDING WORK - Class 6 Shop Fit-out

Local Government Area Date Lodged / /

Type of Building Work

Applicant Phone Number

Site Address Lot on

..... Lot Size Ha/m²

Email Address Floor Area m²

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 Building Forms <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 <input type="checkbox"/> QFRS Application for Assessment for Special Fire Services (if applicable)	
<input type="checkbox"/> Plumbing Forms, etc (if applicable) (See also "Council Plumbing Application Plans") <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) (if applicable)	
Department of Natural Resources and Water <input type="checkbox"/> Copy of Registered Survey Plan - (ALL pages) (CBAS can provide for a fee) <input type="checkbox"/> Copy of 'Title Search & Registered Easements' - (ALL pages) (CBAS can provide for a fee)	
<input type="checkbox"/> Certifiers Copy of Q Leave Notification & Payment Form	For proposed work \$80,000 or more. (From Australia Post)
Previous Approvals (if applicable) (1 Complete Copy of including stamped approved plans) <input type="checkbox"/> MCU - Material Change of Use (Council Town Planning approvals pertaining to the work) <input type="checkbox"/> Covenant Approval <input type="checkbox"/> QFRS Assessment of Special Fire Services <input type="checkbox"/> Land owner's consent or land owner's agent consent.	
<input type="checkbox"/> 1 Complete Set of Electrical Plans (A3 size Min) or Electronic Lodgement <input type="checkbox"/> ▪ Emergency Exit Signs and Lighting <input type="checkbox"/> ▪ Smoke Detection and Alarm system <input type="checkbox"/> ▪ "Form 15" Design Compliance Certificate	
<input type="checkbox"/> 1 Complete Set of Fire Service Plans (A3 size Min) Or Electronic Lodgement (including but not limited to the following items) - (if applicable) <input type="checkbox"/> ▪ Sprinklers (including wall-wetting sprinklers) <input type="checkbox"/> ▪ Fire hose reels & Fire hydrants	



Postal Address
 P.O. Box 5503
 Mackay MC Qld 4741

PHONE (07) 4942 0266
 FAX (07) 4942 0277
 E-MAIL admin@ccbldingapproval.com.au
 WEB SITE www.coastalbuildingapproval.com.au

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 Designer Plans (A3 size Min) Or Electronic Lodgement</p> <p>(Must be prepared and drawn by a BSA Licensed Building Designer, Licensed Builder (his own plans) or architect.)</p> <p>Please Note: 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"><input type="checkbox"/> Schedule of Drawings on the Cover Sheet<input type="checkbox"/> Site Plan (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<input type="checkbox"/> Proposed Floor Plan (Including location of doors, windows, etc)<input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)<input type="checkbox"/> Elevations Views - (Minimum of 4 elevations and all exposed elevations) - (if applicable)<input type="checkbox"/> Cross Sectional Views - (Minimum of 2 cross sectional views and include ceiling height, roof pitch, overhangs, floor frame, roof and wall framing, size of framing & type, etc.)<input type="checkbox"/> Framing Setout Plan - (if applicable)<input type="checkbox"/> Wall Connection Detail Plan - (if applicable)<input type="checkbox"/> Stair & Balustrade Construction Detail Plan and notation (if applicable)<input type="checkbox"/> Window Schedule or nominated on the plans (Compliance with BCA, AS1288, AS2047 and AS/NZS 2208) (if applicable)<input type="checkbox"/> Water Proofing Plan and Details (if applicable)<input type="checkbox"/> Construction Detail Notes detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans.
	<p>1 Set of Hydraulic Plans (A3 size Min) Or Electronic (if applicable)</p> <ul style="list-style-type: none"><input type="checkbox"/> Plumbing and Drainage connection point to be shown on the plans.
	<p>1 Set of Engineering Structural Plans (A3 Min) Or Electronic (if applicable)</p> <p>(Can be supplied by the building designer)</p> <ul style="list-style-type: none"><input type="checkbox"/> Footing and Slab Design (Can be completed by the building designer) (if applicable)<input type="checkbox"/> Structural Framing Details and notation (Timber, Timber Floor, etc) shown on the plans.<input type="checkbox"/> Wall Reinforcement and Bond beam Details for Masonry Block work - (if applicable)<input type="checkbox"/> Bracing Plan and Tie-Down Schedule shown on the plans. (if applicable)<input type="checkbox"/> Timber Framing Schedule shown on the plans. (if applicable)