

COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

CBAS ___/___/___

LODGEMENT CHECKSHEET

BUILDING WORK - Class 2 - 9

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	
Plumbing etc (if applicable) <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) <input type="checkbox"/> Built Over & Adjacent to Sewer Approval (if necessary)	
<input type="checkbox"/> Copy of Q Leave Notification & Payment Form	For proposed work \$80,000 or more. (From Australia Post)
Previous Approvals (if applicable)	
	(1 Complete Copy - including stamped approved plans)
<input type="checkbox"/> MCU - Material Change of Use <input type="checkbox"/> Operational Works <input type="checkbox"/> Landscaping <input type="checkbox"/> Environmentally Relevant Activity <input type="checkbox"/> Referral Agency's 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"/> Existing 'Certificate of Classification (C of C)'	(Council Town Planning approvals pertaining to the work)



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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

6 Set of **Designer Plans** (A1 size) or **Electronic Lodgement**

(Must be prepared and drawn by a BSA Licensed Building Designer, Licensed Builder (his own plans) or architect.)

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.

- Schedule** of Drawings on the Cover Sheet
- Site Plan** (Including contours at AHD) Site Plan must include location of sewer and or water line, man hole and sewer and or water line depth, easements, retaining walls, etc
- Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)
- Demolition or Removal Plan - (if applicable)
- Proposed Floor Plan** (Including location of doors, windows, etc)
- Elevations Views** - (Minimum of 4 elevations and all exposed elevations) - (if applicable)
- 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.)
- Framing Setout Plan** - (if applicable)
- Wall Connection Detail Plan** - (if applicable)
- Stair & Balustrade Construction Detail Plan** and notation - (if applicable)
- Window Schedule or nominated on the plans** (Compliance with BCA, AS1288, AS2047 and AS/NZS 2208) (if applicable)
- Water Proofing Plan** and Details (if applicable)
- Location of **Access and Egress** facilities
- Location of **Emergency Facilities** (BCA – Part E)
- Energy Efficiency Plan**
- Fire Safety Installation Plan**
- (Portable Fire Extinguishers, Fire Hose Reels, Fire Hydrants & Smoke and Fire Compartment size)
- Form 15" Design Compliance Certificate
- Construction Detail Notes** detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans.

6 Complete Sets of **Electrical Plans** (A1 size) or **Electronic**

(including but not limited to the following items) - (if applicable)

- Emergency Exit Signs and Lighting**
- Smoke Detection and Alarm system** (other than stand alone smoke alarms not required to be interconnected or connected to a fire indicator panel)
- Manual Call Points**
- Emergency lifts**
- Emergency warning and intercommunication systems**
- "Form 15" Design Compliance Certificate**

6 Complete Sets of Fire Service Plans (A1 size) Or *Electronic Lodgement*
(including but not limited to the following items) - (if applicable)

- Site Plan** - Location of Street Fire Hydrant
- Fire hydrants** (including hydrant boosters)
- Sprinklers** (including wall-wetting sprinklers)
- Special automatic fire suppression systems** (including foam, deluge and gas flooding systems)
- Fire control centres**
- Stairwell pressurisation systems**
- Air-handling systems used for smoke control**
- Smoke and heat venting systems**
- Smoke exhaust systems**
- Vehicular access for large isolated buildings**
- Fire hose reels**
- Fire Doors, etc**
- "Form 15" Design Compliance Certificate

6 Complete Sets of Hydraulics Plans (A1 size) Or *Electronic Lodgement*
(including but not limited to the following items) - (if applicable)

- Site Plan** - showing Stormwater Design and ground levels at AHD
- Plumbing and Drainage connection point to be shown on the plans.
- Water supply** connection point to be shown on the plans including to the rain water tank
- Roof Drainage Plan** including downpipes & location (BCA 3.5.2 and AS3500.3 and AS3500.5)
- Storm-water (SW) Drainage System Details** (including number & size of SW pipes)
- Air Conditioning Unit's Drainage System details** shown on the plans
- Rain Water tank connection details** (yard taps, etc) - (QDC-MP 4.2 - WATER SAVINGS TARGETS)
- Rain Water Overflow Connection** to legal point of discharge.
- Rain Water tank support** (Rectification of Building Work Policy - BSA)
- "Form 15" Design Compliance Certificate

6 Complete Sets of Engineering Structural Plans (A1 size) or *Electronic*
(including but not limited to the following items) - (if applicable)

- Geo-technical Soil Report** - (Including Slope Stability and acid sulphate requirements - if applicable) - (signed by RPEQ Engineer or BSA Licensed Geo-tech person) (A4 size report)
- Form 15 'Design Compliance Certificate'** - (signed by RPEQ Engineer. Must reference Geo-technical Soil Report, and be site specific) (original signed copy)
(Can be supplied by the building designer)
- Footing and Slab Design**
- Structural Framing Details and notation** (Timber, Timber Floor, etc) shown on the plans.
- Bracing Plan and Tie-Down Schedule** (Including wind calculations) shown on the plans.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tilt Panel Layout (if applicable) Truss Layout Plan (if applicable) "Form 15" Design Compliance Certificate
6 Complete Sets of Mechanical Plans (A1 size) Or Electronic Lodgement (including but not limited to the following items) - (if applicable)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Flow Rates Duct Location Fire Damper Location and Details "Form 15" Design Compliance Certificate
6 Complete Sets of Civil Engineering Plans (A1 size) Or Electronic Lodgement (if applicable)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Car Parking - Location and number (including disability car parking) Surface water drainage Access widths Landscaping, etc "Form 15" Design Compliance Certificate
<h3 style="text-align: center;">Supporting Documents</h3> <div style="text-align: right;">Building Act 1975, Clause 25</div> <p>Each supporting document must demonstrate that the building work will comply with the Building Act.</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Energy Efficiency Details - (BCA Deemed to Satisfy or BERS, AccuRate, FirstRate or BCA approved software) Energy Efficiency Approved Verification Assessment Report (Must be complete report - including endorsed plans) Form 15 'Design Compliance Certificate' - Energy Efficiency Details