

COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

LODGEMENT CHECKSHEET

CBAS ___/___/___

BUILDING WORK - Class 10a - Carports, Sails, or similar

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	
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"/> Copy of BSA " Confirmation of Insurance " - (<i>if applicable</i>) All insurable work over \$3,300 (including GST) must take out BSA insurance when working directly for domestic consumers. <input type="checkbox"/> Copy of Q Leave 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)	
Previous Approvals (if applicable) <input type="checkbox"/> MCU - Material Change of Use (flood, etc) <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 - Driveway <input type="checkbox"/> Sewered Sites - Mackay Regional Council Plumbing Approval - Septic <input type="checkbox"/> Built Over & Adjacent to Sewer Approval (if applicable)	(1 Complete Copy of including stamped approved plans) (Council Town Planning approvals pertaining to the lot)



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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 Designer Plans (Minimum - A3 size) or Electronic Lodgement</p> <p>(Must be prepared and drawn by a BSA Licensed Building Designer or Licensed Builder (his own plans))</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"/> Site Plan (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 - (if applicable)<input type="checkbox"/> Proposed Floor Plan (Including location of doors, windows, etc) - (if applicable)<input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)<input type="checkbox"/> Elevations Views - (Minimum of 3 elevations for new buildings and all exposed elevations for alterations and/or additions.)<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"/> Termite Protection details shown on the plans - (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.<input type="checkbox"/> For more details refer to 'Fact Sheet 1' 'Guide for building work applications – Sheds, Garages, Carports, Shade Sails or A Like'
	<p>1 Set of Engineering Structural Plans (Min - A3) or Electronic</p> <ul style="list-style-type: none"><input type="checkbox"/> Geo-technical Soil Report - (Including Slope Stability and acid sulphate requirements - if applicable) - (signed by RPEQ Engineer or BSA Licensed Geo-tech person) - (if applicable)<input type="checkbox"/> Form 15 'Design Compliance Certificate' - (signed by RPEQ Engineer. Must be site specific) (original signed copy)<input type="checkbox"/> Footing and Slab (if applicable) Design<input type="checkbox"/> Structural Framing Details and notation (Timber, Timber Floor, etc) shown on the plans.<input type="checkbox"/> Wall Reinforcement - (if applicable)<input type="checkbox"/> Bracing Plan and Tie-Down Schedule (Including wind calculations) shown on the plans. - (if applicable)<input type="checkbox"/> Timber Framing Schedule shown on the plans. - (if applicable)<input type="checkbox"/> Truss Layout Plan. - (if applicable)<input type="checkbox"/> Truss Reaction Report (Computations) / Truss Design Criteria (Complete) (uplift values (kN) etc) - (if applicable)