

COASTAL BUILDING APPROVAL SERVICE

The building approval supplier of choice for the Mackay Whitsunday region

LODGEMENT CHECKSHEET

CBAS ___/___

BUILDING WORK - Resite of a Removal Dwelling / Shed

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
	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"/>	Copy of BSA "Confirmation of Insurance" 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 For proposed work \$80,000 or more. (From Australia Post)
<input type="checkbox"/>	Copy of BSA Owner Builder License (if applicable) All work over \$11,000 (including GST)
	Previous Approvals (1 Complete Copy of including stamped approved plans)
<input type="checkbox"/>	Copy of Council, Town Planning approval for the AMENITY and AESTHETICS
<input type="checkbox"/>	MCU - Material Change of Use (flood, etc) - (if applicable) (Council Planning approvals to the lot)
<input type="checkbox"/>	Operational Works - (if applicable)
<input type="checkbox"/>	Reconfiguration of a Lot - (if applicable)
<input type="checkbox"/>	Siting Variation - (if applicable)
<input type="checkbox"/>	Covenant Approval - (if applicable)
<input type="checkbox"/>	Landscaping Plans - (if applicable)
<input type="checkbox"/>	Minor Works - Driveway - (if applicable)
<input type="checkbox"/>	Sewered Sites - Mackay Regional Council Plumbing Approval - Septic - (if applicable)
<input type="checkbox"/>	Built Over & Adjacent to Sewer Approval (if applicable)



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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

1 Set of **Designer Plans** (Minimum - A3 size) or **Electronic Lodgement**

(Must be prepared and drawn by a BSA Licensed Building Designer, Licensed Builder (his own plans) or architect.) The legislation requires the 'Designer's name and their registration / BSA licence number to be shown on every sheet of documentation.'

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. - **(MUST BE PROVIDED)**
- Site Plan** (Including contours at AHD) (see 'Guide for building work applications - Dwellings' for more details) Site Plan must include location & depth of Council infrastructure, easements, retaining walls, etc. - **(MUST BE PROVIDED)**
- Driveway** and crossover design and construction detail plan - *(if applicable)*
- Slab / Footing Setout Plan** – (finished slab / floor level to AHD must be shown) - **(MUST BE PROVIDED)**
- Proposed Floor Plan** (Including location of doors, windows, etc) - *(if applicable)*
- Existing Floor Plan** (Including location of doors, windows, etc) - **(MUST BE PROVIDED)**
- Elevations Views** - (Minimum of 4 elevations for new buildings and all exposed elevations for alterations and/or additions.) - **(MUST BE PROVIDED)**
- Cross Sectional Views** - (Minimum of 2 cross sectional views and include ceiling height, roof pitch, overhangs, floor frame, roof and wall framing, etc.) - *(if applicable)*
- Framing Setout Plan** - *(if applicable)*
- Wall To Truss** Connection Detail Plan - *(if applicable)*
- Wall And Roof** Framing 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 (Shower, details at the door way, etc) - *(if applicable)*
- Electrical Plan / Floor Plan** (BCA Lighting, Smoke, Exhaust Fans, etc) - *(if applicable)*
- Termite Protection** details shown on the plans - **(MUST BE PROVIDED)**
- Construction Detail Notes** detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans. - **(MUST BE PROVIDED)**
- For more details refer to 'Fact Sheet 6' 'Guide for building work applications – Removal &/or Resite Dwellings'**

1 Set of **Hydraulic Plans** - *(if applicable)* (Min - A3) or **Electronic**

- Site Plan** - showing Stormwater Design and ground levels at AHD
- 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 to dwelling (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)

	<p>Engineering Structural Details (Min - A3) or <i>Electronic</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certification and report from a RPEQ registered engineer stating the structural adequacy of the building and in particular that the building is capable of meeting the designed wind load for the proposed site. The report is to include but not limited to any necessary upgrading of bracing, tie down and member sizes to ensure the building is structurally adequate in accordance with the performance requirements of the Building Code of Australia for the new site. -(MUST BE PROVIDED) <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) -(MUST BE PROVIDED) <input type="checkbox"/> Form 15 'Design Compliance Certificate' - (signed by RPEQ Engineer. Must reference Geo-technical Soil Report, & be site specific) (original signed copy) -(MUST BE PROVIDED) (Can be supplied by the building designer) <input type="checkbox"/> Footing and Slab Design (Can be completed by the building designer) - <i>(if applicable)</i> <input type="checkbox"/> Timber Framing Schedule shown on the plans - <i>(if applicable)</i> <input type="checkbox"/> Truss Layout Plan - <i>(if applicable)</i> <input type="checkbox"/> Truss Reaction Report (Computations) / Truss Design Criteria (Complete) (uplift values (kN) etc) - <i>(if applicable)</i> <p>Note: For a 10 day turn around the Engineering Structural plans & Details MUST be covered by the Engineer's Form 15 and referenced accordingly.</p>
<p style="text-align: center;">Supporting Documents Building Act 1975, Clause 25</p> <p style="text-align: center;">Each supporting document must demonstrate that the building work will comply with the Building Act.</p>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Photos of all elevation of the proposed removal dwelling. -(MUST BE PROVIDED) <input type="checkbox"/> List any major repairs or alterations proposed, e.g. replace roof sheeting, repaint, replace structural members, cladding and any alterations or additions to the structure. -(MUST BE PROVIDED) <input type="checkbox"/> Energy Efficiency Details - (BCA Deemed to Satisfy or BERS, AccuRate, FirstRate or BCA approved software) - <i>(if applicable)</i> <input type="checkbox"/> Energy Efficiency Approved Verification Assessment Report (Must be complete report - including endorsed plans) - <i>(if applicable)</i> <input type="checkbox"/> Form 15 'Design Compliance Certificate' - Energy Efficiency Details - <i>(if applicable)</i> <input type="checkbox"/> Wall Energy Efficiency Detail Plan (batten out for insulation, etc) - <i>(if applicable)</i> <input type="checkbox"/> Bushfire Prone Area Details (Assessment report, etc) - <i>(if applicable)</i> <input type="checkbox"/> QDC - Sustainable Building Requirements Form - completed - <i>(if applicable)</i>