

# Building Application Checklist & Guidance Notes

## Class 1a

## New Dwellings, Extensions and Renovations to Class 1a Dwellings

### GENERAL REQUIREMENTS

- DA Form 2  
*Available from Customer Services in Bowen, Cannonvale, Collinsville and Proserpine or can be downloaded via the following link:*  
<https://planning.dsdmip.qld.gov.au/planning/resources?query=DA%20form>
- Application fees *(See Fees section below)*
- Provide a copy of the 'Notice of Cover' under the Queensland Home Warranty Scheme (QBCC Insurance) if using a registered builder for works over \$3,300.00 *(if applicable)*
- Owner builder permit if work is being carried out by an owner builder over the value of \$11,000.00 *(if applicable)*
- QLeave receipt (Notification and Payment Confirmation) if works over \$150,000.00. *(if applicable)*  
*QLeave notification and payment form can be accessed via the following link:*  
<https://forms.business.gov.au/smartforms/landing.htm?formCode=NPF>
- Builder's details must be fully completed on DA2 Form *(including builder or owner builder QBCC licence number).*

### SITE PLAN

- To scale with North point
- Full extent of lot / site boundaries
- Clearly identify existing and proposed buildings, structures, driveways and other relevant features, indicating road names etc.
- Fully dimension proposed buildings, structures, showing setbacks/ clearance distances from lot boundaries, existing buildings/ structures etc.  
*Note: Development within the setbacks / clearances set out in the Queensland Development Code (QDC) may require a siting variation prior to obtaining building approval. Please refer to QDC MP1.1 Design and Siting Standard for Lots 450m<sup>2</sup> & Under, MP1.2 Design and Siting Standard for Lots 450m<sup>2</sup> & Over & MP1.3 Design and Siting Standard for Duplex Housing Building front, side and rear boundary clearances. See QDC attached link:*  
<http://www.hpw.qld.gov.au/construction/BuildingPlumbing/Building/BuildingLawsCodes/QueenslandDevelopmentCode/Pages/QueenslandDevelopmentCodeCurrentParts.aspx>  
*Note: A fire separation/ setback from a lot boundary for an unprotected class 1a dwelling or attached class 10a structure wall is 900mm otherwise a fire resistant wall must be provided).*
- Location of sewer or waste water treatment system/ disposal area and distance from proposed building *(Note 3: Please refer to QDC via link above MP1.4 Building over or near relevant infrastructure).*

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**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

- Sediment control plan  
*(Note: for guidance please see attached fact sheet 2 -erosion & sediment control on residential building sites)*
- Retaining walls and any cut or fill over 1m
- Levels and/or contours including existing and proposed finished floor levels (FFL) in relation to the natural ground level (NGL)
- Proposed storm water reticulation, storage tanks and pipework termination/ discharge point as appropriate.

## BUILDING PLANS (TO SCALE)

- Detailed drawings, showing existing and proposed floor plan layouts, fully dimensioned, clearly showing all rooms, doors, windows, stairways, kitchens, WC's, bathrooms, laundry areas and fittings etc.
- Full elevation plans of all elevations, suitably dimensioned
- Detailed cross section, fully dimensioned showing building and ceiling heights, spans, roof pitch etc.  
*(Note: Building height greater than 8.5m on a level/ flat lot or 10m on a lot exceeding 15% in Slope/ Incline will require a Material Change of Use (MCU) application prior to obtaining building approval. Please refer to QDC via link above)*
- Details of stair access, showing stair construction, fully dimensioned showing tread-goings & rises, hand rails & balustrades etc. *(if applicable).*
- Mechanical and Electrical layout plans clearly showing smoke alarms, lights, switches, sockets and mechanical extract ventilation etc.

## STRUCTURAL ENGINEERING

- All structural detailed plans must be to scale and signed off by a Registered Professional Engineer QLD (RPEQ).
- Detailed footing/ foundation/ slab plans of sub structure.  
*(Note: Provide supporting soil classification report and Form 15 as detailed in supporting reports and documents below)*
- Detailed engineering plans of the building super-structure/ framing and bracing / roof plans etc. referencing the designed wind speed rating for cyclone area C1 to C4 as appropriate.
- RPEQ's supporting Form 15.  
*(Note: A Form 16 may be required if in a C4 cyclone area or if a specialised structural element is utilised).*
- Pre-fab Truss and Frame plan, detail *(Note: Provide Form 15 as detailed in supporting reports/ documents below).*

## SPECIFICATION / MATERIALS

- All structural detailed plans must be to scale and signed off by an RPEQ.
- Information to be submitted to show compliance with the provisions of the current Building Code of Australia (BCA) and Australian Standards. (See bullet point list below as a guide)
  - Windows/ Glazed Assemblies to be in accordance with AS 2047-2014.

- Glass to be installed in accordance with AS1288-2006.
- Timber framing (Including roof tie-down) to be in accordance with AS 1684-2010.
- Roof sheeting & Wall Cladding to be installed in accordance with AS 1562.1-1992 and the manufacturer's specification.
- Roof insulation to be installed in accordance with BCA, Volume 2, clause 3.12.1.1 and QDC MP 4.1 – Sustainable Buildings
- Stormwater drainage (Including gutters and downpipes) to be installed in accordance with AS 3500.3-2015.
- Cooker hoods and bathroom/ toilet extractor exhaust fans to be flumed to outside air as best practice.
- Smoke alarms installed in accordance with AS 3786-2014 (i.e. hard-wired/interconnected).
- Waterproof Wet Areas comply with AS 3740-2010.
- Pliable building membranes and underlay to AS/NZS 4200.2-1994
- Waterproofing membranes for external above ground use to AS 4654.1 & 2-2012.
- Facilities for Class 1 Dwellings to be provided in accordance with BCA, Volume 2, Part 3.8.3.
  - Kitchen sink and facilities for preparation and cooking of food
  - A Bath or shower.
  - Cloth washing facilities (Laundry/ Utility area) – with washtub and space for washing machine.
  - Water Closet (WC) Pan
  - Washbasin.
- Doors to sanitary compartments to be readily removable from the outside of the compartment and / or in accordance with BCA, Volume 2, clause 3.8.3.3.
- Associated swimming pool safety barriers and recirculation systems to comply with AS 1926 Part 1-2012, AS 1926 Part 2-2007 and AS 1926 Part 3-2010.

## SUPPORTING REPORTS / DOCUMENTS

- Energy efficiency report with a supporting Form 15 and a stamped set of plans from a NatHERS energy efficiency consultant
- Soil classification report in accordance with AS 2870-2011 with a supporting Form 15 from structural engineer or geotechnical engineer.
- Prefabricated truss & frame certificate Form 15, from structural engineer/ truss manufacturer.  
*(Note: this form may be provided upon completion, however, is required before a form 21 final inspection certificate can be issued).*
- Glazing certificate Form 15, for windows, glazing elements and glazed doors etc. from manufacturers.  
*(Note: this form may be provided upon completion, however, is required before a form 21 final inspection certificate can be issued).*
- Roller door Form 15, from door manufacturer.  
*(Note: this form may be provided upon completion, however, is required before a form 21 final inspection certificate can be issued).*

## PLANNING REQUIREMENTS

Planning overlays identified in WRC planning scheme reflect state and local interests. Where proposed development falls within an overlay, it may trigger additional requirements for a development. Planning hazard overlays can be checked on Council's online mapping system.

See link below: <http://whitsunday.qld.gov.au/579/Online-Planning-Services>

- Planning Zone Code  
Please Specify \_\_\_\_\_
- Confirm planning hazard overlays have been checked.

- Bushfire overlay – please provide a bushfire BAL assessment report in accordance with AS 3959. *(Note: Should the bush fire attack assessment be 12.5 or higher the dwelling and associated class 10a building/ deck is required to be designed and constructed to reduce the risk of ignition from a bushfire in accordance with the requirements of AS 3959- 2009)*
- Coastal protection- erosion prone area overlay – (Refer to planning if this is a Code Assessable Development)
- Storm tide inundation overlay – please provide a plan showing the proposed finished floor level a minimum of 300mm above the defined storm tide event (DSTE) for new dwellings.  
**-- or --**  
 If extending an existing dwelling confirm the new finished floor level is not less than the floor level of existing habitable room(s) and is of a Gross Internal Floor Area (GIFA) no greater than 75m<sup>2</sup>.  
  
 Provide certification from a (RPEQ) structural engineer that the development is structurally designed to be able to resist hydrostatic and hydrodynamic loads associated with flooding up to and including the DSTE.
- Flood or tidal inundation overlays – please provide a plan showing the proposed finished floor level a minimum of 300mm above the defined flood level (DFL) for new dwellings.  
**-- or --**  
 If extending an existing dwelling confirm the new finished floor level is not less than the floor level of existing habitable room(s) and is of a Gross Internal Floor Area (GIFA) no greater than 75m<sup>2</sup>.  
  
 Provide certification from a (RPEQ) structural engineer that the development is structurally designed to be able to resist hydrostatic and hydrodynamic loads associated with flooding up to and including the DFL.
- Landslide hazard overlay (slope of land 15% or greater/1:6.5 Ration/ 9 Degrees) – please provide a slope stability report prepared by a Geotechnical Engineer.
- Any other planning overlays  
 Please Specify \_\_\_\_\_

Please refer to Part 8 WRC planning scheme for full details of overlay requirements see link below:

<http://whitsunday.qld.gov.au/DocumentCenter/View/3229>

*(Note - There may be other planning or state requirements or overlays applicable to your application. This along with any additional requirements will be confirmed by the assessing officer.)*

## Other Planning requirements

Development requirement for the Rural Residential Zone Code

- Provision of alternative potable water where no reticulated water main is available *(if applicable)*.
  - Rainwater Collection Tanks  
*Premises have an alternative potable water supply where a rainwater collection and storage system is provided as follows:*
    - (a) a minimum storage capacity of 70,000 litres; and*
    - (b) a first flush system; and*
    - (c) a minimum of 20,000 litres available at all times for the exclusive purpose of firefighting. Tanks must have a rural fire brigade cam lock fitting*
- House connected to reticulated sewerage main system. *(As applicable)*.  
**-- or --**
- Connected to alternative on-site effluent wastewater treatment system. *(As applicable)*.

## EASEMENTS & RESTRICTED COVENANTS

- It is recommended that YOU check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting your building application.

### PLEASE NOTE TYPICAL DOCUMENTS THAT MAY BE REQUIRED AT COMPLETION BEFORE A FORM 21 - FINAL INSPECTION CERTIFICATE CAN BE ISSUED IS AS FOLLOWS;

Form 16 Installation of Smoke Alarms- *From the installer certifying that the smoke alarm system has been connected to consumer mains power.*

Form 16 Waterproofing Certificate-*Confirming that the wet areas and installation of perimeter flashings have been installed in accordance with the BCA and comply with relevant parts of AS 3740 - 2010.*

Form 16 Termite Protection– *Confirming that the termite protection has been installed in accordance with AS3660.1-2014.*

Form 16 Finish Floor Level- *A certificate confirming that the minimum floor level as noted in the conditions of the decision notice/ approved plans has been achieved. (if applicable).*

Form 16, Fill Compaction – *Confirming that fill has been placed and compaction in accordance with AS 1289-1997. (if applicable).*

Form 16 Sustainability – *Certificate confirming that construction meeting all the required R-Values, Building Sealing Requirements, Water Ratings, Air movement and energy efficiency requirements.*

**Please Note: A separate plumbing application is also required in addition to building approvals, for any new Class 1 dwelling. – Form 1 Compliance assessment application for plumbing, drainage and on site sewerage work.**

**Form 1 is available from Customer Services in Bowen, Cannonvale, Collinsville and Proserpine or can be downloaded via the following link:**

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/Form1%E2%80%94ComplianceAssessmentApplication.doc>

#### Declaration by Applicant

I have read, understood the checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that further information may be required in regards to my application and failure to provide all information required by the building department will result in a delay with the processing of my application until the required documentation is provided in full.

**Property Address/ Lot & Plan Number:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Office Use Only

**Officer Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Assessment No**

## FEES

### Dwellings – Class 1a

New Work (over 200m<sup>2</sup>) **\$3244.00**  
Includes up to 5 inspections & lodgement fee, additional fees may apply for Travelling

New Work (under 200m<sup>2</sup>) **\$2162.00**  
Includes up to 5 inspections & lodgement fee, additional fees may apply for Travelling

Alterations & Additions (over 45m<sup>2</sup>) **\$1466.00**  
Includes 3 inspections & lodgement fee, additional fees may apply for travelling

Alterations & Additions (under 45m<sup>2</sup>) **\$1191.00**  
Includes 2 inspections & lodgement fee, additional fees may apply for travelling

### Garages, Sheds & Carports – Class 10a & 10b

Over 45m<sup>2</sup> **\$1466.00**  
Includes 3 inspections & lodgement fee, additional fees may apply for travelling

Under 45m<sup>2</sup> **\$1191.00**  
Includes 2 inspections & lodgement fee, additional fees may apply for travelling

### Swimming Pools – Class 10b

Associated with Class 1a **\$1466.00**  
Includes 3 inspections & lodgement fee, additional fees may apply for travelling

### Inspections

Additional inspections where required **\$228.00 (per inspection)**

### Travel

Travel will be charged on an hourly rate plus cost of transfers to and from Island Resorts where applicable **\$168.00 (per hour or part thereof) + cost of transfers where applicable**

### Resiting or Removal Bonds & Demolition

Application for Demolition **\$656.00**  
Bonds are required to guarantee completion of work and repairs to council property.  
Bond to be lodged as cash or bank guarantee, no interest will accrue during period bonds are held by Council.  
**Security Bond A – Site clean-up = \$4192.00**  
**Security Bond B – Footpath damage = \$2101.00**  
**Security Bond C – Services damage = \$4192.00**  
**Security Bond D – Completion = \$26,489.00**

*(Note:- Gross Internal Floor Area is the area of a building measured to the internal face of the perimeter walls at each floor level (GIFA excludes the thickness of perimeter walls, but includes the thickness of all internal walls).*