

DA \_\_\_\_\_

**Class 1 Dwelling/Multiple Dwellings/Duplex Checklist  
~ Building Works Only ~**

**THIS CHECKLIST MUST BE COMPLETED  
BEFORE YOUR APPLICATION CAN BE PROCESSED**

Owner's Name: \_\_\_\_\_  
(\*See Privacy Statement Below)

Applicant's Name: \_\_\_\_\_  
(\*See Privacy Statement Below)

Site Address: \_\_\_\_\_

Is it intended to do a Group Title or Building units plan on the property/building?  Yes  No  
(If yes, the design must show the proposed boundaries and detail the BCA requirements relating to such)

**OFFICE USE ONLY**

<b><u>BUILDING</u></b>	<b>Floor Area: .....m<sup>2</sup></b>	
Lodgement Fee	\$ _____	<b>T 201</b>
Assessment Fee	\$ _____	<b>T 76</b>
Inspection Fee	\$ _____	<b>T 76</b>
Bushfire Fee	\$ _____	<b>T 76</b>
Other Fee	\$ _____	
Credit Card Surcharge	\$ _____	
<b>Total Building Application</b>	<b>\$ _____</b>	

**Notes:**

---

**TOTAL APPLICATION FEE PAYABLE: \$.....**

Checked By: \_\_\_\_\_ Entered By: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

**NO WORK IS TO COMMENCE UNTIL A PERMIT HAS BEEN ISSUED – THIS IS NOT A PERMIT**

PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.

**CLASS 1 DWELLING / MULTIPLE DWELLINGS / DUPLEX CHECKLIST**

Please consult the attached guide during completion of this checklist

	Applicant	Council Officer	Requirements for single detached Class 1 Dwelling / Multiple Dwellings / Duplex Applications
1			IDAS Form 1 & IDAS form 2 – must be completed IN FULL
2			One (1) full set of plans and site plan including the requirements listed in the attached guide
3			Renovations and additions highlighted by colour or hatching on plans
4			Materials are nominated for Cladding, Lining and Finishes
5			Design Wind Velocity is nominated on plans
6			Energy Efficiency – Form 15 Design Certificate required from the assessor
7			One (1) copy of the Engineers Geotechnical report and design of footings and slabs, including Form 15 Design Certificate Note: Resited Dwellings also require an Engineers Report
8			Structural Adequacy Certificate where required: - (Form 16 Inspection Certificate) if work is existing - (Form 15 Design Certificate) for Engineered Design Work
9			Termite Declaration specifying method of termite resistant system to be used or proposed
10			QBCC Confirmation of Insurance from builder (where work value >\$3,300) <b>OR</b> Owner Builders Permit Number (where work value >\$11,000)
11			Portable Long Service (Q Leave) Paid or Exempt Evidence (only applicable where work value >\$150,000)
12			Fire Rated Wall details – refer to attached guide for requirements (Multiple & Duplex Applications only)
13			Complies with Council's adopted Amenity & Aesthetics Resolution requirements (if it does not comply, a Concurrence Agency Referral is required. Refer to BDF069 for details)
14			Mine shaft clearance certificate (Department Natural Resources and Mines) (Intramaps: Town Planning: Constraints: Mine Extents) – owner to provide certificate, if required

**Office use only:**

15			<i>Flood level (Intramaps: Town Planning: Overlays: Flood Hazard Overlay) Checked - <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, contact Council's Engineering Department)</i>
16			<i>QDC MP1.4 Infrastructure clearance for sewer, water &amp; stormwater (refer Intramaps: Infrastructure)</i>
17			<i>Bush Fire Hazards (Intramaps: Town Planning: Overlays: Bushfire Hazard Overlay) Checked - <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, technical help required)</i>
18			<i>Easements and/or Covenants (Intramaps: Town Planning: Property: Easements/Covenants)</i>
19			<i>The following zones are exempt development for DWELLINGS ONLY and do not need preliminary Planning approval. Residential Living, Residential Choice, Township, Rural Residential, Rural (ok if not in the Aerodrome Precinct and/or is fronting a road maintained by council/state), Specialised Centre (ok if in the Gympie Medical Precinct only). <b>IMPORTANT:</b> If building application is for any other zoning OR multiple dwellings/duplexes, please contact the Planning section.</i>

**PLEASE NOTE:**

- \* **The attached provides a guide to the information required when submitting an application. If this information is not provided, it will cause delays in the approval.**

## CLASS 1 DWELLING GUIDE

### ***To help when filling out the attached Checklist***

- Item 1** IDAS Form 1 provides application details. IDAS Form 2 provides building construction details. Both forms must be completed in full by the applicant.
- Item 2** **Suitably drawn and presented plans submitted by an accredited drafts person** inclusive of scaled drawings detailing all proposed dimensions relevant to site locations. Floor plans, elevations & cross sections of the anticipated construction of the building work are required at the time of lodgement. All drafted plans should be in accordance with the *Building Act 1975* and the current Standard Building Regulations and clearly indicate the following details:
- Details of the use, floor areas and facilities
  - The location of smoke alarms
  - The overall height in relation to the natural ground level
  - The height of the floor/s above the proposed ground level
  - The name of the person responsible for the documents with registration/licence number (where applicable) shown on every sheet
  - Show compliance with the Building Code of Australia, relevant AS1684.1 & 2 Framing Manual & Standard Building Law and *Building Act 1975*
  - Include a Structural Member schedule, Window schedule, Bracing Plan, Tie Down details, Member sizes and Elevations showing levels
  - Bracing details must include location, type & method of fixing all bracing walls & sub floor bracing.
  - Tie down details must include location, type & method of fixing of all tie down members. Also showing a continuous means of tie down from the footings through to the roof battens.
  - The window schedule must indicate type and sizes of all windows and treatments
  - Energy efficiency requirements as per the National Construction Code (NCC) Part 3.12
  - Building orientations
  - Details of vertical and horizontal reinforcements indicating size and location in accordance with AS3700-2001 for bond beam / masonry block
- The site plan must contain the following:**
- Drawn to a suitable scale with the scale shown clearly & indicating the north point
  - Show the allotment boundary dimensions
  - Proposed setbacks to the building from boundaries & any easements
  - Any existing structures and appropriate uses
  - Any easements on the property
  - Service locations eg sewer, water and septic tanks and soakage trenches
  - Method of stormwater disposal (Including location and size of all rainwater tanks (if applicable) and the location and size of all gutters, down pipes, drainage pipes and stormwater calculations as per NCC Part 3.5.2 and AS3500
  - The extent of any earthworks - any cut and fill operations
  - Type of retaining structure or slope protection required with levels & heights to be nominated
  - Any means of site drainage
  - Floor level in relation to proposed finished ground levels adjacent to the building
  - Water tanks to be indicated by size and location and drainage plan if internally connected
- Item 3** Where the work involves additions or renovations please highlight this new work on the plan with either colour or cross hatching. Where the dwelling is of new construction please print N/A in the corresponding box.
- Item 4** The specification or plans should also show the proposed external cladding, internal lining, flooring materials and wet area coverings.
- Item 5** The Applicant is required to ensure the Design Wind Speed is suitable for the proposed site in accordance with AS1170.1. The Design Wind Velocity must include the Terrain Category, Shielding conditions and Topographical classification. A site inspection and calculation should be carried out to determine this Design Wind Speed by a Registered Professional Engineer of Queensland (RPEQ).
- Item 6** The plans are to detail all energy efficiency measures as required by the NCC Part 3.12.
- Item 7** Footing & Slab designed to AS2870 and associated RPEQ requirements.
- Item 8** Steel framed buildings and other non-standard methods of construction such as structural mud bricks, other than timber and not covered by AS1684.2, will require a Structural Design Certificate (Form 15) from a suitably qualified RPEQ Structural Engineer. Council retains the right to request a Structural Adequacy Certificate after the application is received should it be deemed necessary due to the proposed building design.

**Item 9** The installation will meet performance requirement P2.1 and P2.1.1 of the Building Code of Australia and have a system design life of at least 50 years and compliance with AS3660.1.

**Item 10 A. BUILDING CONTRACTOR**

When a licensed building contractor is being contracted to carry out residential construction work over \$3,300 in value, a contract must be entered into. An insurance premium must then be paid to the Queensland Building Construction Commission (QBCC) who then in turn forwards a confirmation of insurance.

The QBCC Insurance Scheme is a Statutory Scheme established by the Queensland Government to provide protection to consumers for insurable residential construction work over \$3,300 in value. It provides protection against:

1. Non-completion of the work covered by the contract;
2. Defective construction;
3. Subsidence or settlement of the building.

**B. OWNER BUILDERS**

An owner builder permit is required for work valued at \$11,000 and over and the applicant must complete an "Owner Builder Course" approved by the Qld Building Construction Commission (QBCC). These courses are provided by most TAFE institutions and several private providers. A copy of the Owner Builder's Permit must be included when lodging the Building Application.

When calculating the value of building work, the owner builder applicant must include the cost of materials and the cost of labour as if a licensed contractor performed the work.

For further information in relation to the above please contact the Queensland Building Construction Commission (QBCC) on 139 333.

**Item 11** The Building and Construction Industry (Portable Long Service Leave) Act 1991 places a statutory requirement on the Assessment Manager (Local Council or Private Certifier) to sight a receipted Building and Construction Industry Notification and Payment form, or formal exemption from QLeave from payment of the levies and fee prior to the issue of a development permit.

Where a development application for building, plumbing or drainage work, with an estimated cost of the proposed work of \$150,000 or more, has been lodged the Local Council or Private Certifier must not issue the development permit, or approval, unless they have seen an approved form issued by QLeave (or written advice from QLeave) stating:

- (1) that the levies and fee or the first instalment of the levies and fee has been paid; or
- (2) that an exemption from payment of the levies and fee exists in relation to the work; or
- (3) that an exemption from immediate payment of the levies and fee exists in relation to the work.

**Owner Builder** - if the work is covered by an Owner Builder Permit issued by the Qld Building Construction Commission (QBCC), QLeave must be notified of the work. However, no payment is required with the form if a valid Owner Builder Permit Number is provided. If you do not provide a valid Owner Builder permit number on the Notification and Payment Form, an exemption cannot be given and the full amount must be paid.

For further information please contact the Portable Long Service Leave Authority on (07) 3212 6811 or Email: [yoursay@qleave.qld.gov.au](mailto:yoursay@qleave.qld.gov.au) - Fax: (07) 3212 6844.

**Item 12** The means of construction of the fire rated walls shall be sufficiently detailed to show the required fire resistance level is being achieved. This must include a detailed cross section of where the separating wall between the units meets the underside of the roof. (NOTE: this is only required for multiple dwelling/duplex applications)

**Item 13** The erection of domestic outbuildings should comply with the adopted Amenity & Aesthetics Resolution which defines the maximum sizes, heights and acceptable locations for these structures. All applicants should peruse this Resolution prior to submitting an application, or consult with Council Officers where further clarification is required.

**Item 14** If the property is located within the mineshaft extent area, a certificate from the Department of Natural Resources and Mines (DNRM) must be included with the building application. Information can be obtained by contacting the Gympie Mine Shaft Repair Program, DNRM, 28 Fraser Rd, Gympie Qld 4570 or by phoning (07) 5480 5484.

**Office use only:**

**Item 15** To be checked by Council officer against the Gympie Regional Council Planning Scheme 2013. A referral to Council's Engineering Services Directorate may be necessary to identify if property is flood affected and if so, owner may be required to engage a land surveyor to confirm flood levels and ascertain required building height.

**Item 16** Sewer, Water and Stormwater clearance to be checked by Council Officer. Concurrence Agency Referral (BDF069) may be required if building over or near infrastructure.

**Item 17** To be checked by Council Officer.

**Item 18** To be checked by Council Officer.

**Item 19** To be checked by Council Officer.