

# Planning and Development All Class 10 Structures Checklist Eg: Shed / Garage / Carport / Deck / Patio

DA: \_\_\_\_\_

**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)

Email: \_\_\_\_\_

I/we consent to receive all correspondence and plans in relation to the Permit via email: Yes  No   
(\*See Privacy Statement below)

**OFFICE USE ONLY  
BUILDING**

Floor Area: \_\_\_\_\_ m2

Lodgement Fee	\$ _____	<b>T 304</b>
Assessment Fee	\$ _____	<b>T 309 * Check Fee – Engineering Plan Fee Require Form 15 or Form 16</b>
Inspection Fee	\$ _____	<b>T 309</b>
Bushfire Fee	\$ _____	<b>T 309</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**

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**Class 10 Shed/Garage/Carport Checklist**

**Please consult the attached guide during completion of this checklist**

Column 1: To be installed by Applicant  
Column 2: To be initialled by Council officer

No	C1	C2	Requirements for single detached Class 1 Dwelling / Multiple Dwellings / Duplex Applications
1	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 2 must be completed IN FULL
2	<input type="checkbox"/>	<input type="checkbox"/>	One (1) full set of plans & requirements listed in the attached guide
3	<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of a site plan containing requirements listed in the attached guide
4	<input type="checkbox"/>	<input type="checkbox"/>	Renovations and additions highlighted by colour or hatching on plans
5	<input type="checkbox"/>	<input type="checkbox"/>	Materials are nominated for Cladding, Lining and Finishes
6	<input type="checkbox"/>	<input type="checkbox"/>	Design Wind Velocity is nominated on plans
7	<input type="checkbox"/>	<input type="checkbox"/>	Footing and slab details nominated on plans
8	<input type="checkbox"/>	<input type="checkbox"/>	Form 15, Structural design certified by a Registered Professional Engineer of QLD (RPEQ) member, if required. <b>*Engineering Design Work (Office Use Engineered Plans – Check Fees)</b>
9	<input type="checkbox"/>	<input type="checkbox"/>	Portable long service
10	<input type="checkbox"/>	<input type="checkbox"/>	QBCC Confirmation of Insurance from builder (where work value >\$3,300) <b>OR</b> Owner Builders Permit Number (where work value >\$11,000)
11	<input type="checkbox"/>	<input type="checkbox"/>	Check Planning Scheme Zone. Ensure proposal complies with Council’s adopted Amenity & Aesthetics Resolution requirements. (Concurrence Agency Referral is required. Refer to BDF069 for details)
12	<input type="checkbox"/>	<input type="checkbox"/>	Mine shaft clearance certificate (Department Natural Resources and Mines) (Intramaps: Town Planning: Constraints: Mine Extents) – owner to provide certificate, if required
13	<input type="checkbox"/>	<input type="checkbox"/>	<i>Bush Fire Hazards (Intramaps: Town Planning: Overlays: Bushfire Hazard Overlay)</i> Checked - <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, technical help required)
14	<input type="checkbox"/>	<input type="checkbox"/>	Check Q100 Flood level. Check Limited Development Constrained Land Zone. (if yes, technical help required) Note: If the shed is the first building on the property, MCU may be required.

**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.

**COUNCIL ENCOURAGES THE USE OF RAINWATER TANKS IN CONJUNCTION WITH THE CONSTRUCTION OF DOMESTIC OUTBUILDINGS.**

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- Item 1** DA Form 2 provides application and building construction details. The form must be completed in full by the applicant.
- Item 2** Appropriately scaled and dimensioned drawings comprising floor plans, elevations and sections of the proposed building are required and should include 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.
- Item 3** 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;
- Item 4** 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 5** The specification or plans should also show the proposed external cladding, internal lining, flooring materials and wet area coverings.
- Item 6** 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 7** Footings should be designed in accordance with AS2870.1. All footings should be designed after an inspection of the site has been carried out. Council may request a Geotechnical Soil Report after the application has been lodged in certain cases such as where the building is to be constructed on fill, on slippage sites or where considered necessary by a Council Building Surveyor.
- Item 8** Steel framed buildings and other nonstandard 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 Registered Professional Engineer of Qld (RPEQ). 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.

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**Item 9** *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) or fax: (07) 3212 6844.

**Item 11 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 12** 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.

**Item 13** To be checked by Council Officer.

**Item 14** To be checked by Council Officer.

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