

## All Class 10 Buildings and Structures Checklist (Shed / Garage / Carport / Deck / Patio / Retaining Wall)

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

**THIS CHECKLIST MUST BE COMPLETED, AND REQUIRED DOCUMENTATION INCLUDED,  
BEFORE YOUR APPLICATION CAN BE PROCESSED**

Date Lodged: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

**I/we consent to receive all correspondence in relation to the Permit via email\*: Yes ☐ No ☐**

**\*Note: additional charges may apply if printed copies are requested**

No	Requirements for Class 10 Applications (Please refer to the guide on the following page for specific requirements)	Check box
1	<b>DA Form 2</b> must be completed IN FULL	<input type="checkbox"/>
2	<b>Site plan</b>	<input type="checkbox"/>
3	<b>Footing and slab details</b>	<input type="checkbox"/>
4	<b>Structural drawings and plans (floor plan, elevations, bracing, connections, materials, etc)</b>	<input type="checkbox"/>
5	<b>Engineer certificate</b>	<input type="checkbox"/>
6	<b>Builder details and insurance</b>	<input type="checkbox"/>
7	<b>Portable Long Service Levy (if applicable)</b>	<input type="checkbox"/>

### Requirements for Demolition of Class 10 Building only:

- DA Form 2.
- Site Plan showing location of building to be demolished.
- If a portion of the building is remaining, provide drawing plans and engineer certification for remaining portion of the building to confirm how it will comply with the *Building Act 1975*, either as it remains after the proposed demolition or removal takes place, or after other stated work is carried out.
- Waste Disposal - Due care must be given to the correct disposal of building material (including asbestos material). The following details are to be provided: • The type of waste material • Where the material is to be disposed (must be a lawful disposal site).

### OFFICE USE ONLY – Bushfire / Flood / A&A / Zone / Maintained Road / Biodiversity / Infrastructure / Mineshaft

Concurrence Fee \$ \_\_\_\_\_ T 305  
Lodgement Fee \$ \_\_\_\_\_ T 304  
Assessment Fee \$ \_\_\_\_\_ T 309 / T310  
Inspection Fee \$ \_\_\_\_\_ T 309 / T310  
Bushfire Fee \$ \_\_\_\_\_ T 359  
**Total Building Application \$ \_\_\_\_\_**

Floor Area: \_\_\_\_\_ m<sup>2</sup>

PRIVACY STATEMENT: "Gympie Regional Council collects your personal information in accordance with the Information Privacy Act 2009 and the Queensland Privacy Principles. This information will only be used for the purpose stated and will not be disclosed without your consent unless required by law. In the event of a data breach involving your personal information, Council will notify you in accordance with the Mandatory Notification of Data Breach scheme under the IPOLA Act."

## **GUIDE FOR REQUIRED PAPERWORK TO SUBMIT WITH APPLICATION**

This guide provides details of what is needed to lodge an application, and failure to provide information may cause delays in the approval.

**IMPORTANT: No work is to commence until a building permit has been issued – this is not a permit**

**Item 1** DA Form 2 provides application and building construction details. The form must be completed in full by the applicant.

**Item 2** 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 and proposed setbacks to the building from boundaries and easements;
- Identify any applicable overlays, eg. flooding, bushfire, biodiversity overlay;
- Show existing buildings and structures onsite, and appropriate uses;
- Service locations, eg. sewer, water, stormwater, septic tanks, treatment plants, connection points and land application area;
- The extent of any earthworks clearing showing any cut and fill operations, including slope protection & site drainage;
- Location and types of retaining walls (if applicable).

Note: Where the work involves additions or renovations please highlight this new work on the plan with either colour or cross hatching.

**Item 3** Foundations are to be in accordance with AS2870.1. All footings, slab and piers should be designed by the engineer based on individual site specifications. 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. 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 as determined by a Registered Professional Engineer of Queensland (RPEQ).

**Item 4** Professionally drawn plans, appropriately scaled and dimensioned, comprising of floor plans, elevations and sections of the proposed building, including the following details:

- Details of floor areas measurements, proposed use, and location of facilities;
- The overall external height of the building in relation to the natural ground level, including finished floor level, and applicable earthworks;
- The internal ceiling height of the rooms;
- Include a Structural Member schedule, Window schedule, Bracing Plan, Tie Down details, Member sizes and Elevations showing levels;
- The proposed external cladding, internal lining, flooring materials and wet area coverings.

Note: Where the work involves additions or renovations, please highlight this new work on the plan with either colour or cross hatching.

**Item 5** 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.

### **Item 6 BUILDING CONTRACTOR**

When a licensed building contractor is carrying out work over \$3,300 in value, Queensland Building Construction Commission (QBCC) Home Warranty Insurance Certificate must be provided. The value of the work must include materials and labour.

#### **OWNER BUILDER**

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). 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 relating to owner builder course or permit, please contact the Queensland Building Construction Commission (QBCC) on 139 333.

**Item 7** Portable long service (QLeave) is required if the development application for building, work is greater than \$150,000. For further information please contact the Portable Long Service Leave Authority on 1300 753 283.

**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 1300 753 283.