

Reclassification of Class 10a Shed to Class 1a Dwelling Checklist

DA: _____

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

Date Lodged: _____

Applicant's Name: _____

Email: _____

Site Address: _____

Is it intended to do a Group Title or Building units plan on the property/building? Yes ☐ No ☐

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 1 Applications (Please see specific requirements on the guide)	Check box
1	DA Form 2 must be completed IN FULL	☐
2	Site plan	☐
3	Engineer structural drawing and certificates for existing building (showing suitability of building that is proposed to be reclassified to a dwelling), and details and plans of any proposed changes and/or additions, including how livable housing requirements* may be achieved	☐
4	Construction drawings and plans (floor plan, elevations, bracing, connections, materials, details of livable housing requirements*, etc)	☐
5	Geotechnical Soil Report	☐
6	Builder details and insurance	☐
7	Portable Long Service Levy (if applicable)	☐
8	Energy Efficiency Report	☐
9	Termite system details*	☐

***IMPORTANT: Reclassification of a Class 10a shed to a Class 1a dwelling may require significant upgrades to meet current ABCB Livable Housing Design requirements and Termite Protection.**

NB: Gympie Regional Council do not conduct Footing and Slab Inspections, and a Form 12 by a Registered Engineer of Qld (RPEQ) will be required to be submitted for those inspections. A Form 12 from a Registered Surveyor may also be required for Setout, if deemed necessary.

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

Concurrence Fee \$ _____ T 305

Lodgement Fee \$ _____ T 304

Assessment Fee \$ _____ T 308

Inspection Fee \$ _____ T 308

Bushfire Fee \$ _____ T 359

Total Building Application \$ _____

Floor Area: _____ m²

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:

- Location of building. Where the work also involves additions or renovations please highlight this new work on the plan with either colour or cross hatching;
- Drawn to a suitable scale with the scale shown clearly, and 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, mineshafts;
- Show all 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 and site drainage;
- Building floor level in relation to proposed finished ground levels adjacent to the building;
- 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 National Construction Code (NCC) and AS3500;
- Retaining wall details, including location, types, levels and heights, and/or slope protection required (if applicable).
- Site drainage and surface water drainage details;
- Water tanks to be indicated by size and location and drainage plan if internally connected.

Item 3 A Structural Engineer's Report prepared by a suitably qualified Registered Professional Engineer of Queensland (RPEQ) is required to assess the suitability of reclassifying the existing Class 10a building to a Class 1a dwelling. The report must be accompanied by any relevant engineered drawings and certifications (e.g. Form 12 and Form 15).

The report must address, as a minimum:

- The adequacy and compliance of the existing slab/footing/foundation system for the proposed Class 1a use, including compliance with AS 2870 and confirmation of a vapour barrier beneath the slab and applicable structural and performance requirements;
- The suitability of the existing structural framing to support proposed additional loads associated with internal walls, wall linings, ceiling linings and other Class 1a building elements;
- Compliance with 2.4m minimum habitable room ceiling height requirements;
- The proposed measures to prevent water penetration into the building, including external wall construction and weatherproofing of openings such as windows and doors; and

Where compliance or structural adequacy cannot be verified through existing documentation or inspection, further engineering investigations, testing and/or remedial works may be required. Council reserves the right to request a Structural Adequacy Certificate or additional engineering documentation following lodgement of the application where deemed necessary, having regard to the proposed building design, existing construction and intended use.

Applicants should also be aware that reclassification of a Class 10a building to a Class 1a dwelling may require substantial upgrades to meet current National Construction Code (NCC) and Livable Housing Design requirements. Due to the existing design and construction of the building, there is no guarantee that compliance with the Livable Housing Design requirements can be achieved.

Item 4 **Suitably drawn and presented plans submitted by an accredited draftsman** 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:

- The name of the person responsible for the documents with registration/licence number shown on every sheet of the drawing/plan;
- Details of the use, floor areas and measurement, proposed use and facilities, and building orientation;

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- Where the work involves additions or renovations, please highlight this new work on the plan with either colour or cross hatching;
- 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;
- The location of smoke alarms;
- Include a Structural Member schedule, Window schedule, Bracing Plan, Tie Down details, Member sizes and Elevations showing levels. The window schedule must indicate type and sizes of all windows and treatments;
- The proposed external cladding, internal lining, flooring materials and wet area coverings.
- 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).
- Livable Housing Design requirements including (but not limited to) step-free access path and entrance, internal door and corridor dimensions, accessible toilet and shower layouts, etc.

Item 5 All footings, slab and piers should be designed by a geotechnical engineer based on individual site specifications, and in accordance with AS2870.1. The foundation design must take into consideration the Design Wind Speed for the proposed site in accordance with AS1170.1. In some cases, Council may request addition information on the Geotechnical Soil Report after the application has been lodged, eg. if the building or any additions are to be constructed on fill or slippage sites.

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 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.

Portable Long Service Leave for 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.

Item 8 The plans are to detail all Energy Efficiency measures as required by the National Construction Code (NCC).

Item 9 The installation will meet performance requirement of the National Construction Code (NCC) and have a system design life of at least 50 years and must comply with AS3660.1 requirements.