

Building Application Guidelines

How to Lodge a Building Application

Please be advised Council outsources all building approvals to an External Certifier. You are able to engage your own Certifier to seek a building approval.

The guidelines below outline the requirements of a properly made building application.

Before commencing building work a permit must be obtained. Construction work within Queensland is regulated within the requirements of the *Building Act 1975* and the *Planning Act 2016*.

With few exceptions, all construction work on private land requires a building permit and in each case DA Form 2 must be completed and lodged together with appropriate plans, reports and fees.

Applications can be lodged with Council either via email at mail@scenicrim.qld.gov.au or mailed to Scenic Rim Regional Council, PO Box 25, Beaudesert Qld 4285 or direct to your own External Certifier.

Applications lodged via email should be scanned separately into a PDF format e.g. Form 2, construction plans, individual reports such as soil report, energy efficiency etc.

Important Notice - Privacy Statement

Any personal information that Scenic Rim Regional Council collects throughout an application process is in accordance with the *Planning Act 2016*, *Building Act 1975* in order to assess the application. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your

personal information is handled in accordance with the *Information Privacy Act 2009* and your information will not be given to any other person or agency unless you have given us permission or we are required by law.

1. Required Documents For Building Applications

The *Building Act 1975* and Queensland Building Construction Commission Act require all building plans to be prepared by a licensed draftsman, architect or a Registered Professional Engineer of Queensland (RPEQ). The plans must be signed by the designer and his licence number marked on them. The only exception to this rule is for plans drawn by a licensed builder for work they are constructing themselves.

Class 1a Dwelling Including Alterations and Additions

- Completed application DA Form 2.
- Fees - Refer to Scenic Rim Regional Council Website www.scenicrim.qld.gov.au
- One (1) copy of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tanks, cut and fill and retaining walls.
- One (1) copy of a contour plan indicating relative levels of the site, the floor level of the dwelling, any excavation works and retaining walls. The contour plan is required regardless of the slope but with larger allotments only in the vicinity of the work. The plan must be suitable for the purpose of Council assessing dispersal of stormwater run-off, suitability of

effluent disposal systems and likelihood of slope stability requirements.

- One (1) copy of construction plans to include dimensioned floor plans with window sizes, all external elevations, typical sections showing construction methods, tie down schedule, wall bracing schedule, complete material schedule, location of all smoke alarms, details of energy efficiency and certification, downpipe location to be marked on the floor / roof plan.
- Original soil report and design for footing/slab certified by RPEQ - this applies for all types of dwellings.
- Provide confirmation of insurance from Queensland Building and Construction Commission (QBCC) insurance (if applicable). See Item 7.
- Evidence of Q-Leave. See item 7.
- Wind speed rating to be determined by the building designer.
- For crossover access provisions contact Infrastructure Services on 07 5540 5111.
- Note Plan presentation – Plans preferably on A3 size paper and drawing thereon are to be produced to scale, general details not less 1:100, detailed sections 1:20.

Class 1 and 10 Removal Structures

A separate process applies to Removal Structures. Please refer to the "Building Preliminary Removal Dwelling Information Pack" available on Council's website.

Class 10a Garages, Carports, Sheds, Attached Roof Pergola and Patios

- Completed application DA Form 2.
- Fees - Refer to Scenic Rim Regional Council Website www.scenicrim.qld.gov.au
- One (1) copy of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tank, cut and fill, retaining walls.
- One (1) copy of construction plans to include dimensioned floor plans with window sizes, all

external elevations, typical sections showing construction methods, tie down, wall bracing, footing/slab design, proprietor and special design to be signed by RPEQ.

- Provide confirmation of insurance from Queensland Building and Construction Commission (QBCC) insurance (if applicable). See Item 7.
- Evidence of Q-Leave. See item 7.
- A letter specifying the intended use of the shed if over 150m². Sheds shall not be used for any commercial or industrial purposes, which are not ancillary to the bonafide occupation or use of the subject site.

Class 10b - Swimming Pool/Spa and Fencing

- Completed application DA Form 2.
- Fees - Refer to Scenic Rim Regional Council Website www.scenicrim.qld.gov.au
- One (1) copy of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed swimming pool/spa and fencing with distances from boundaries and any easements and existing buildings.
- One (1) copy of construction plans to include dimensions of pool/spa, typical sections and Structural details certified by a Registered Professional Engineer of Queensland, pump and filtration details and fencing details.
- For additional information go to the QBCC website at www.qbcc.qld.gov.au/home-building-owners/pool-safety

Class 10b - Retaining Walls, Masts, Antennas, Advertising Signs etc.

- Completed application DA Form 2.
- Fees - Refer to Scenic Rim Regional Council Website www.scenicrim.qld.gov.au
- One (1) copy of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed swimming pool/spa and fencing with distances from boundaries and any easements and existing buildings.
- One (1) copy of construction plans to include dimensions of pool/spa, typical sections and Structural details certified by a Registered

Professional Engineer of Queensland, pump and filtration details and fencing details.

Building Siting Variation Requirements (Class 1 and 10)

- Completed application DA Form 2.
- Fees - Refer to Scenic Rim Regional Council Website www.scenicrim.qld.gov.au
- One (1) copy of a site plan are required. Site plan needs to show clearly all boundaries and dimensions of the site, all existing buildings, location of proposed building giving distance from boundaries, all easements, building envelopes, dams, bores, sewer lines and storm water drainage, tank, cut and fill, retaining walls. Letter requesting variation.
- Siting requirements are regulated by the Queensland Development Code, Development Control Plans and/or Planning Schemes.
- Building envelopes designated for specific allotments with subdivision approval may dictate the siting requirements and general sitting of structures these plans are available from Council at a prescribed fee. Contact Council's Planning section on 07 5540 5111.

Commercial/Industrial Applications

Council has no resources to assess Commercial/Industrial building applications therefore Council recommends you lodge the application with an External Certifier.

2. Flood Affected Blocks

Building applications for structures on flood affected lots is referred to Council's Infrastructure Services Department for assessment on 07 5540 5111. Floor level of a flood affected lot will be determined by Queensland Development Code Part 3.5. Approval may not be given or given with specific conditions, where it is determined that the site could be adversely affected by general or localized flooding.

3. Unstable Slopes

Where Council's Planning section overlays indicates that a proposed building site could be affected by unstable ground, a geotechnical engineer's slope stability report will be required to assist Council in a decision.

4. Wind Rating

Buildings have to be designed to withstand anticipated wind velocities as outlined in Australian Standards and generally Council confirms the rating used by the designers. An engineer may be engaged to determine the appropriate design wind speed or alternatively.

5. Certification Of Structural Design By Registered Engineer

This is required where the structure is not covered by accredited manuals and applies for example to most steel and concrete structures, large retaining walls and extreme wind classifications. Manufacturers of steel sheds and garages will usually be able to provide this for their applications. This design also needs to cover the design for footing and slab.

6. Planning Provisions

Building applications may be referred to Council's Planning Department.

7. Queensland Building And Construction Commission (QBCC)

Building Insurance

Where a registered builder or carpenter is engaged, QBCC insurance may need to be paid. Contact the QBCC on 139 333 to obtain further information.

Owner Building Courses

Where an Owner Builder permit is required, an Owner Builder Course may need to be completed. Contact the QBCC on 139 333 to obtain further information.

Q-Leave Levy

Q-Leave levy may be payable if the cost of the work exceeds amount determined by QBCC. Contact the QBCC on 139 333 to obtain further information.

8. Retaining Walls

A retaining wall may require a building application. Where retaining wall is associated to a house slab, construction detail needs to be shown on footing/slab design.

9. Signs

A building application (including certification by a Registered Professional Engineer of Queensland) is also required. License applications should be made to Council's Health, Building & Environment Section on 07 5540 5111.

10. Living On Site

A permit is required from Council's Health, Building and Environment section for a limited period while building work is in progress. For further details contact Council on 07 5540 5111.

11. Existing Structures Without Approval

Building applications are required to be submitted to Council/External Certifier to allow existing structures to remain. Relevant application forms and plans need to be supplied – refer to section 1 above. Planning referral may also be applicable. Please be advised Council outsource building applications to an External Certifier.

12. Building And Plumbing Information Packs

These packs are available on Council's website at www.scenicrim.qld.gov.au.