



# BUILDING APPLICATION GUIDELINES

A Building approval is required when a structure is proposed to be built or altered to ensure it will be structurally safe and located appropriately to meet the requirements under the *Building Act 1975* and relevant regulations and guidelines. In some instances, a Referral Agency Response application and/or a Development Application may also be required.

## Building Application Documentation

To lodge your application with Council, the following documentation will be required:

- DA Form 2
- Site Plan
- Elevations

The following documents may also be required:

- Floor plan (not required for carports, sheds, garages etc)
- QBCC Home Warranty Insurance (if builder is a registered builder and project value is greater than \$3,300)
- PLSL Receipt (if project value is greater than \$150,000)
- Owner Builder Permit (if owner builder project is greater than \$11,000)
- Form 15's (engineer drawings/specifications/design certification) – specifications of the fitout, bracing, timber schedule, tiedown details etc. If connected to a building, then connection details will also be required. If timber trusses to be installed, then timber truss layout/tiedown details will be required.
- Wind Category Design Certification
- Energy Efficiency Design Calculations
- Window/Door Sizes
- Method of termite treatment used
- Soil Test Report

Payment of applicable fees and charges is required in full at the time of your application.

For further information regarding QBCC Home Warranty Insurance or Owner Building, please visit [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au).

## Where to lodge your application

**Email:** [developmentadvice@rrc.qld.gov.au](mailto:developmentadvice@rrc.qld.gov.au)

**Post:** PO Box 1860, Rockhampton QLD 4700

**Online:** [eServices - Applications](#)

**Visit:** Development Advice Centre (DAC) or a Council Customer Service Centre.

DAC – Level 2, Walter Reid Cultural Centre, Corner Derby and East Sts, Rockhampton City

Customer Service Centres:

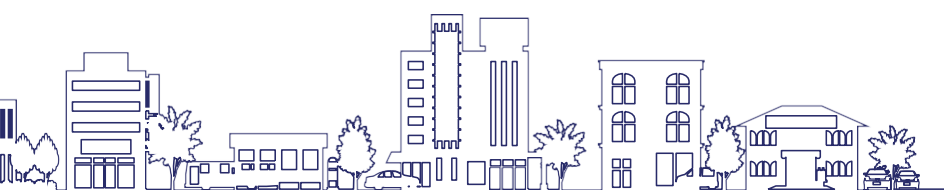
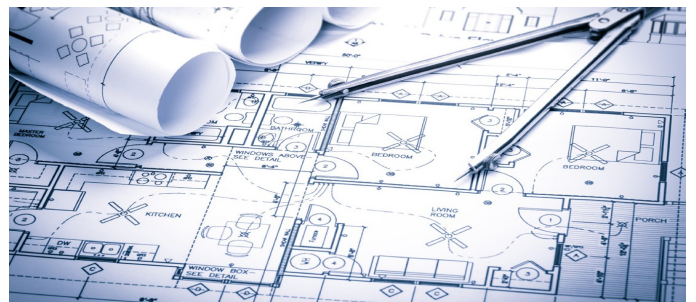
- Rockhampton Office - City Hall, 232 Bolsover Street, Rockhampton City
- Gracemere Office - 1 Ranger Street, Gracemere
- Mount Morgan Office - 32 Hall Street, Mount Morgan

## Lodgement Fees

View Council's Fees and Charges for Development Compliance - Building.

## Assessment Process

The process for assessing an application is legislated under the *Planning Act 2016*. Council will assess building applications against required legislation and regulations within the timeframes set by the legislation.



## Building Inspections

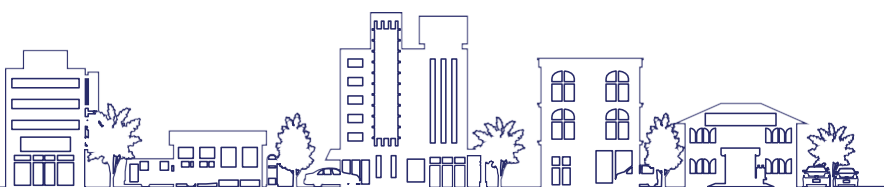
When a development approval is given, a condition of the approval will require certain mandatory inspections to be carried out.

The development approval will state which stages of work must be inspected and outline any conditions required. The purpose of the inspections is to ensure the building work is carried out in accordance with the development approval and relevant building codes and standards.

The owner and/or builder are responsible for notifying the building certifier when stages of work are ready for inspection.

Building inspections must be performed at the following stages:

- After excavation of foundation material and before the footings for the building are poured
- If the building is to have a slab – after the placement of formwork and steel for the slab but before the concrete for the slab is poured
- After the completion of all framing including bracing and tie down prior to fixing the flooring, cladding and roofing
- If reinforced masonry construction is used for the frame of the building before the wall cavities are filled with concrete
- At the completion of all aspects of the work.



# Building Application Checklist

Below is a guide to lodging your building and/or pool/spa application. Please note further information may be requested during the assessment process. Payment of applicable fees and charges is required in full at the time of your application.

Swimming Pool / Spa Application	Building Application
<b>DA Form 2:</b> <ul style="list-style-type: none"> <li>• Ensure most current version of form is used <input type="checkbox"/></li> <li>• All mandatory questions completed <input type="checkbox"/></li> <li>• Accurate description of land <input type="checkbox"/></li> <li>• Applicant declaration box ticked <input type="checkbox"/></li> <li>• Builder details provided <input type="checkbox"/></li> <li>• Value of work provided <input type="checkbox"/></li> </ul>	<b>DA Form 2:</b> <ul style="list-style-type: none"> <li>• Ensure most current version of form is used <input type="checkbox"/></li> <li>• All mandatory questions completed <input type="checkbox"/></li> <li>• Accurate description of land <input type="checkbox"/></li> <li>• Applicant declaration box ticked <input type="checkbox"/></li> <li>• Builder details provided <input type="checkbox"/></li> <li>• Value of work provided <input type="checkbox"/></li> </ul>
<b>QBCC Home Warranty Insurance</b> (if builder is a registered builder and project value is greater than \$3,300) <input type="checkbox"/>	<b>QBCC Home Warranty Insurance</b> (if builder is a registered builder and project value is greater than \$3,300) <input type="checkbox"/>
<b>PLSL Receipt</b> (if project value is greater than \$150,000) <input type="checkbox"/>	<b>PLSL Receipt</b> (if project value is greater than \$150,000) <input type="checkbox"/>
<b>Owner Builder Permit</b> (if owner builder project is greater than \$11,000) <input type="checkbox"/>	<b>Owner Builder Permit</b> (if owner builder project is greater than \$11,000) <input type="checkbox"/>
<b>Site Plan</b> including: <ul style="list-style-type: none"> <li>• Proposed pool/spa and fence <input type="checkbox"/></li> <li>• Existing structures (eg. house, shed etc) <input type="checkbox"/></li> <li>• Site address <input type="checkbox"/></li> <li>• Allotment boundaries <input type="checkbox"/></li> <li>• Any road frontages to the relevant land their street names <input type="checkbox"/></li> <li>• Swing direction of gate <input type="checkbox"/></li> <li>• Location of windows (if house forms part of barrier) <input type="checkbox"/></li> <li>• Location of pump and equipment <input type="checkbox"/></li> <li>• Distances to other objects and/or structures (includes plants, furniture etc) <input type="checkbox"/></li> </ul>	<b>Site Plan</b> including: <ul style="list-style-type: none"> <li>• Proposed development <input type="checkbox"/></li> <li>• Existing structures (eg. house, shed etc) <input type="checkbox"/></li> <li>• Site address <input type="checkbox"/></li> <li>• Dimensions of the proposed development <input type="checkbox"/></li> <li>• Setbacks (including setbacks of all existing buildings) <input type="checkbox"/></li> <li>• Allotment boundaries <input type="checkbox"/></li> <li>• Any road frontages to the relevant land and their street names <input type="checkbox"/></li> </ul>
<b>Elevations Plan</b> including: <ul style="list-style-type: none"> <li>• Drawn to scale <input type="checkbox"/></li> <li>• Heights of fences <input type="checkbox"/></li> <li>• Heights of gate latches <input type="checkbox"/></li> <li>• Location and height of windows (if house forms part of barrier) <input type="checkbox"/></li> </ul>	<b>Elevations Plan</b> including: <ul style="list-style-type: none"> <li>• Drawn to scale <input type="checkbox"/></li> <li>• Total building height shown <input type="checkbox"/></li> </ul>
<b>Floor Plan</b> including (not required for carports, sheds etc): <ul style="list-style-type: none"> <li>• Proposed development <input type="checkbox"/></li> <li>• Existing structures (eg. house, shed etc) <input type="checkbox"/></li> <li>• Dimensions of the proposed development <input type="checkbox"/></li> <li>• Room names <input type="checkbox"/></li> </ul>	<b>Floor Plan</b> including (not required for carports, sheds etc): <ul style="list-style-type: none"> <li>• Proposed development <input type="checkbox"/></li> <li>• Dimensions of the proposed development <input type="checkbox"/></li> <li>• Room names <input type="checkbox"/></li> </ul>
<b>Form 15's (engineer drawings / specifications / design certification)</b> <input type="checkbox"/>	<b>Form 15's (engineer drawings / specifications / design certification)</b> <input type="checkbox"/>
<b>Pump/Filter Details</b> (this is provided by pool supplier and includes capacity, type, noise etc) <input type="checkbox"/>	<b>Site Soil Classification Report</b> <input type="checkbox"/>
<b>Form 15's (engineer drawings / specifications / design certification)</b> <input type="checkbox"/>	<b>Wind Category Design Certification</b> <input type="checkbox"/>
	<b>Energy Efficiency Design Calculations</b> <input type="checkbox"/>
	<b>Window/Door Schedule</b> <input type="checkbox"/>
	<b>Method of termite treatment used</b> <input type="checkbox"/>