

### **Purpose of this Information Sheet**

Section 109 of the Building Act 1975 requires an application for BCA (Building Code of Australia) classification or use change to a building where:

- the change of use alters its BCA classification or
- the new use requires building work to be carried out for the building comply with provisions applying to the new use.

For commercial/industrial type buildings built before 30 April 1998 and where there is no record of a Certificate of Classification, the owner may apply to the local government for a Certificate for the building.

This document is a guide on general requirements to submit an application to obtain a Certificate of Classification for a building constructed before 30 April 1998 or to obtain a Certificate of Classification where the use of the building requires a change of the class of the building.

### **Legislation Source**

- Building Act 1975 –s100-123, Building Code of Australia for Class 2-9 type buildings, Building Regulations 2006.
- Current Planning Scheme which has jurisdiction over the property (see Council website)

### **Where to Lodge the Application**

Offices of the Council are located in Rockhampton, Gracemere and Mount Morgan.

### **Documentation Required to Lodge an Application:**

- S111 of the Building Act 1975 requires the application to be in the approved form and include enough information about the proposed change for assessment against relevant provisions: The approved form refers to Form 13 – available on website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) – Building Act forms.
- The 'information' will involve the following as a minimum:
  - Site plan detailing the location of all the buildings on the property and highlighting the building, or part thereof, which is relevant to the application, road boundaries, north point, any carparking and entry/exit thereto, location of any external fire safety equipment/fixtures.
  - Floor plan showing detail of room layout, location of fire safety equipment/fixtures/signage.
  - If new work is proposed:-
  - Construction details of same
  - Design details from Registered practicing engineer of Queensland, including Form 15.
  - If the building contains special fire service then provide a compliance report from the Queensland Fire and Rescue Services
- Any other information considered relevant to the assessment of the application eg Certificate from Qld Fire and Rescue Service for compliance with fire safety regulations.

Council reserves the right to request further information or conduct more than one inspection as considered necessary to be satisfied the building complies with the applicable building classification.

### **Application Fees:**

The application fee comprises of three components: administration, assessment and inspection.

**Application for Change of Classification:** refer to the Council's current schedule of fees (on Council website).

**Application to Obtain a BCA Classification:** the administration and inspection component of the application fee is required at the time of lodgement of the application. The drawing plans are reviewed to determine the scope of assessment required. The applicant is advised of the assessment fee component is advised for payment before the decision is issued.

### **Other Applications for This Work**

Planning Development: Planning approval may be required where the proposed use triggers the requirement for planning approval.

Plumbing/Drainage: Where plumbing/drainage works are proposed as part then a permit for this work is required.

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