

Building Application Checklist

Documents Required for Development Applications

The following documents are required at the time of lodgement. Applications missing documents may not be accepted.

Required Documents	* 2 Copies of the following documents are required if Development Plan Consent has been lodged		* 3 Copies of the following documents are required if you are lodging for Building Rules Consent																								
	Development Application Form	Development Application Fees	Building Class	Certificate of Title (Less than 12 Months Old)	Electricity Declaration Form	Construction Industry Training Levy	Indemnity Insurance	Site Plan (Not less than 1:500)	Floor Plans (Not less than 1:100)	Elevations (Not less than 1:100)	Sections (Not less than 1:100)	Engineers Report	Floor, Wall and Roof Framing	Wet Area Details	Energy Efficiency Report	Truss Calculations	Specifications	Manufacturers Details	Stormwater Drainage	Water Efficiency – Heated Water Services	Smoke Detectors	Buildings Exposed to Bruch Fences	Swimming Pool Safety Barriers	Stair and Balustrade Details	Fire Safety Requirements	Disabled Access, Toilets and Carparks	
Type of Development	Reference for • (next page)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18							
Dwelling and Dwelling Additions	✓	✓	✓	✓	✓	•	•	✓	✓	✓	✓	✓	✓	•	•	•	✓	•	✓	•	✓	•	•	•	•	•	•
Verandahs, Carports, Garages, Pergolas, Decking and Shade Sails	✓	✓	✓	✓	✓	•	•	✓	✓	✓	✓	✓	✓	-	-	•	-	•	✓	-	-	-	•	•	•	•	-
Swimming Pool and Spas	✓	✓	✓	✓	✓	•	•	✓	✓	•	✓	✓	-	-	-	-	-	✓	-	-	-	-	✓	-	-	-	
Commercial and Industrial	✓	✓	✓	✓	✓	•	-	✓	✓	✓	✓	✓	✓	•	•	•	✓	•	✓	-	•	•	•	•	•	✓	•
Change in Classification	✓	✓	✓	✓	✓	•	•	✓	✓	✓	✓	•	•	•	•	•	•	•	✓	•	•	•	•	•	•	•	•
Demolition	✓	✓	✓	✓	✓	•	•	✓	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	•	-	
Signage	✓	✓	✓	✓	✓	•	•	✓	-	✓	•	•	-	-	-	-	-	•	-	-	-	-	-	-	-	-	
Retaining Walls and Fences	✓	✓	✓	✓	✓	•	•	✓	✓	✓	✓	✓	-	-	-	-	-	•	-	-	-	•	•	-	-	-	

✓ Documents Required

• Documents May Be Required (see next page)

- Documents Not Required

Please Note: This checklist is a guide only. Pursuant to section 39 of the Development Act 1993, Council reserves the right to request additional information which may be reasonably required for the assessment of the Development Application. Compliance with the checklist does not guarantee compliance with the Building Rules.

REFERENCE NOTES for •

1. Construction Industry Training Levy

If the nominated cost of Development is greater than \$15,000 then the project owner is responsible for paying the Construction Industry Training Levy (@ 0.25% of the development cost). This levy is paid through the Construction Industry Training Board and receipt of payment must be submitted at the time of lodgement.

2. Indemnity Insurance

A certificate of Building Indemnity Insurance must be provided when a person licensed under the Building Work Contractors Act 1995 has been engaged to carry out residential construction work with a contract value greater than \$12,000.

3. Elevations

Elevations will be required where it is necessary to clarify the position of an above ground swimming pool located partially in ground or on sloping sites.

4. Sections

Sections will be required where it is necessary to clarify methods of construction or the design. This is generally determined by the designer or will be requested by Council's building section if required.

5. Engineers Report

Engineers design and computations will be required where the design cannot be justified using standard certified designs or Australian Standards. Contact Council's building section for further clarification.

6. Floor, Wall and Roof Framing

Floor, wall and roof framing details may be required to determine the impact of any additional loads as required as part of the new classification.

7. Wet Area Details

Wet area details in accordance with Ministers Specification SAF1.7 and AS3740 must be provided for all new wet areas or modifications to existing wet areas.

8. Energy Efficiency Report

Habitable dwellings, dwelling additions and all commercial buildings require an energy efficiency assessment to be submitted at the time of lodgement, unless sufficient documentation is provided for checking against the "deemed to satisfy" provisions of the Building Code of Australia.

9. Truss Calculations

Manufacturers truss calculations, truss layout and design and fixing and bracing details will be required for any building which includes the use of roof trusses.

10. Specifications

Details are required in writing of the demolition procedures including details of the construction of the building, or that part of the building to be demolished.

11. Manufacturers Details

Details will be required to confirm that materials and components will be installed in accordance with the manufacturers recommendations.

12. Water Efficiency – Heated Water Services

Where a dwelling or dwelling addition has a roof catchment area of more than 50m² and includes a water closet, water heater or a laundry cold water outlet, details of the drainage system, rainwater tank and plumbing work is required (in accordance with Part SA 2 of the Building Code of Australia). Where a dwelling or dwelling addition includes the installation of a new or replacement heated water service, details of the heated water service is required (in accordance with Part SA 7 of the Building Code of Australia).

13. Smoke Detectors

The location of smoke detectors must be provided where there is a change in classification to a residential building or a commercial building containing sleeping areas.

14. Buildings Exposed to Brush Fences

Where a dwelling or dwelling addition is to be located within 3m of an existing brush fence, or a new brush fence is proposed to be located within 3m of an existing dwelling, the external walls must be fire rated.

15. Swimming Pool Safety Barriers

Where a swimming pool is to be installed, details of the swimming pool safety barrier will be required. Note that a spa capable of being filled with more than 600 litres is classified as a swimming pool pursuant to the Development Act 1993.

16. Stair and Balustrade Details

Engineers design calculations, or manufacturers design details are required where the proposed building work contains stairs and balustrades.

17. Fire Safety Requirements

Where a building is to be located near a property boundary or another building on the same site, fire safety measures may be required. Fire safety measures are complex, preliminary advice should be sought from Council's building section for further clarification.

18. Disabled Access

For new commercial buildings the requirements for disabled access are dependent on the class of building and number of occupants. For alterations to existing commercial buildings the requirements for disabled access is dependent on the nature of work proposed. Where the development is for more than 20 residential buildings, access must be provided to and within one dwelling, or 5% of the total dwellings, whichever is greater. Contact Council's building section for further clarification.

19. Disabled Toilets

The requirements for disabled toilets are dependent on the class of building and the number of occupants. Contact Council's building section for further clarification.

20. Disabled Carparks

The requirements for disabled carparks are dependent on the class of building and the number of carparks required for the public. Contact Council's building section for further clarification.