

BUILDING APPROVAL PROCESS

Dwellings and Extensions to Dwellings (CLASS 1a)

Lodge Your Application

Building applications may be submitted:

- Electronically to sdrcbuilding@sdrc.qld.gov.au. One of Council's Customer Service Officers will contact you for payment of the applicable fee following lodgement.
- Over the counter at one of Council's Administration Centres. Payment of the applicable fee is required at such time.

Your application should consist of the following items:

- Completed [DA Form 2](#)
- Site Plan, Floor Plan, Elevations and Structural Details
- Footing/Slab Design and Form 15 (must be signed by RPEQ registered engineer)
- Energy Efficiency Report
- Bushfire Attack Level Report (if in Bushfire hazard overlay)
- Soil Test Report
- QBCC Insurance Certificate (when builder is involved and value of work is \$3,300 or more) **OR** QBCC Owner Builder Permit (when building yourself and value of work is \$11,000 or more)
- QLeave Payment Receipt (when building work value is \$150,000 or more exclusive of GST)

Please note your application may be rejected if all of the required items are not included. See Appendix A for further details of the above items.

Your Application is Assessed

Building approvals are code assessable and are assessed in accordance with the timelines set out in the [Development Assessment Rules](#).

If additional information is required, an Information Request will be issued to the Applicant listed on the DA Form 2 outlining the requirements. Once all required information has been supplied, a Decision Notice will be issued to the Applicant within 35 business days.

No work of any description is to be commenced until a Decision Notice has been issued.

Building Work May Commence & Inspections Arranged

Following the issue of a Decision Notice, your Builder may commence work, noting any conditions of the approval. The following stages must be arranged to be inspected by the Building Certifier:

- | | |
|-----------------------|----------|
| 1. Footing/Foundation | 2. Slab |
| 3. Frame | 4. Final |

Each stage of the build must be signed off as approved before the next stage should commence. Once the build has passed its final inspection, a Form 21 Final Certificate will be issued. **In the case of new dwellings, the dwelling may not be inhabited until such Form 21 has been issued.**

Requirements for Building Plans for Class 1 – Dwellings and Extensions to Dwelling

The name, address and telephone number of the Designer/Draftsperson to be stated in the title block.

A special notation on the plans to state:-

“This plan has been prepared in accordance with all relevant building codes and no amendment shall be made without the approval of the approving Local Authority”.

It is recommended that (where possible) the designer consult with the builder to ascertain the preferred structural design methods to be used (including timber sizes, bracing system, wind tie down etc). This will avoid having to provide amended plans at a later date.

FOUNDATION PLAN including the footing design. All footings and slabs are to be designed in accordance with relevant Australian Standards by a Registered Professional Engineer of Queensland (a Form 15 is to be provided). A copy of the site soil investigation report must be submitted with the building application.

A SITE PLAN drawn neatly to scale of not less than 1:200 showing the following information.

- North Point
- Preferred location of water connection and location of driveways on allotment.
- The allotment boundaries and dimensions.
- The setback from each boundary of the proposed structure measured to the outermost projection (fascia).
- Existing buildings on the allotment and their outside dimensions and boundary setbacks.
- Street name and location.
- The method of the storm water disposal.
- Details of existing and finished ground levels on the allotment. This contour plan should show heights from a datum point. The floor height of the dwelling should be indicated.
- Details of the dimensions and location of any easements on the allotment.
- Storm water drainage – discharge point.

A CROSS SECTION DRAWING to scale of not less than 1:100 is required to show the following information.

- Size of framing members.
- Floor and foundation details.
- Spans and spacings of the proposed framing members.
- Tie down information.
- Height of proposed structure.
- Ceiling heights.
- Wall and roof structures with construction details.
- Roof pitch.
- External appearance of the proposed work.
- Details of external building materials used for walls and roof coverings.

A FLOOR PLAN for each level drawn to a scale of not less than 1:100 is required. It must indicate the following.

- The extent of proposed building work.
- Whether the proposed building work is attached to existing structures.
- The wall thickness and sizes of the proposed work.
- Positions and sizes of doors, windows, openings, etc.
- The position of bracing panels (unless separate bracing plan is provided).
- The position of nominal bracing walls are also to be shown where applicable.
- The position and sizes of all hanging, strutting, pitching and verandah beams.
- Location of hardwired smoke alarms.

A BRACING CALCULATION SCHEDULE is required for each level including lower level of lowest buildings. This schedule should indicate:

- The individual brace type, its length and its capacity in kilonewtons (kN).
- The total number of bracing panels provided in each direction. This should match those indicated on the floor plan.
- The sum of the value (in kN) of the bracing provided in each direction.
- The total bracing force required for the building.
- The wind speed appropriate for the building location.
- It will be necessary to provide details of the specific type of brace conjointly with this schedule. This can best be illustrated by detailed drawings.

A TIE DOWN SCHEDULE is also required for each level. A table may be the most appropriate method of displaying this information, referring to areas of connection, type of connection, kN value of each connection, together with reference to A.S.1684.2. Specific roof dimensions should also be included.

A TIMBER FRAMING SCHEDULE is required for each level. This should indicate the following information:

- Member descriptions (bearers, joists, ridges, etc.). This is best set out with member details from the ground up.
- Maximum spans for each member.
- Maximum spacings for each member.
- Sizes of each member to be used.
- Stress grade to be used for each member.
- Where manufactured beams are to be used, reference should be made to source information for your calculations.
- Where steel beams are used, it is necessary to provide a design certificate from a Registered Professional Engineer of Queensland.
- Where prefabricated wall frames and/or roof trusses are proposed to be used, full specification and design details are to be provided by the manufacturer.
- The design of roof trusses must be completed by a Registered Professional Engineer of Queensland.

A FLOOR FRAMING PLAN will be required, for each level, where timber floors are to be used. This should indicate:

- Location and nature and construction details for sub floor supports.
- Bearer size and layout.
- Joist spacing, span and layout.
- A specific point load conditions and how they are to be transferred to the footings.

GENERAL

- Should the siting of the dwelling on the land not comply with Queensland Development Code (QDC), then an application can be made to Council for a Siting Concession.
- A dwelling shall have a minimum floor area of 60 square metres. Should you desire to have a smaller size than 60 square metres, then an Amenity and Aesthetics application must be made, however please note that there is a minimum permitted size of 35 square metres.
- For timber framed buildings, A.S 1684.2 should be used to select and specify member details.
- For metal framed buildings, Engineering design certification will be required.
- Those buildings which fall outside the scope and intent of A.S1684.2 will require Engineer's Certification.
- Any suspended concrete will require design details by a Registered Professional Engineer of Queensland.
- The area of each floor is to be indicated.
- The design and details of construction for retaining walls exceeding 1000mm in height are required. An Engineer's Form 15 will be required for this design.

- Should the height of landings, verandah or deck floors exceed one (1) metre aboveground, provide details of balustrading and stairs.
- Location of downpipes, details of gutters and discharge of storm water are to be provided.

ENERGY EFFICIENCY

- Provide details of energy efficiency in relation to the National Construction Code. Houses are currently required to meet a Six Star Energy Efficiency rating.

PROVIDE DETAILS OF:

- Hot Water System.
- Dual Flush toilet.
- Lighting – at least 80% of floor area must be covered by energy efficient lighting.
- Water Tank Storage.

BUSHFIRE PRONE AREAS

- Dwellings and extension to dwellings proposed to be located within Bushfire Hazard Overlay as identified in the Southern Downs Planning Scheme, must submit a Bushfire Attack Level (BAL) assessment completed by a suitably qualified person.
- The Bushfire Hazard Overlay map is available using Council's interactive mapping or can be obtained at Council offices.

TERMITE PROTECTION

- Provide details of Termite Protection System.

FLOOD HAZARD AREAS

- Dwellings proposed to be located within the Flood Hazard Overlay are required to comply with the Southern Downs Planning Scheme, the Building Code of Australia and Queensland Development Code M.P 3.5 – Construction of Buildings in Flood Hazard Areas.
- Dwellings proposed within these flood hazard areas will require Code Assessment under the Planning Scheme in addition to building approval. In this case a development approval for a material change of use for a dwelling must be obtained prior to the issue of the building approval.

GENERAL INFORMATION

Rainwater Tanks

➤ **New Buildings/Homes**

Southern Downs Planning Scheme has the following requirements for installation of rainwater tanks in non-reticulated water service areas for on-site water storage

Two bedrooms or less – 45,000 litres More than two bedrooms – 67,500 litres

Dwellings located within the Bushfire Hazard Overlay shall also provide 5,000 litres dedicated for fire-fighting purposes. This tank shall have fire brigade fittings.

QDC MP 4.2 will apply to all new dwellings connected to a reticulated town water supply from 1 July 2022.

➤ **Existing Buildings/Homes**

If a tank is installed on a property and connected to a tap inside the house:

The work must be done by a licensed plumber, but does not require a Plumbing & Drainage Application.

If a tank is installed on a property and not connected to a tap inside the house:

The work does not have to be done by a licensed plumber, and does not require a Plumbing & Drainage Application.

- If a tank is more than 2.4m high it must be further than 1.5m from the property boundary.
- If a tank is less than 2.4m high it must be further than 450mm from the property boundary.