



BUILDING FORM 1
REQUIREMENTS FOR A BUILDING APPLICATION
NEW DWELLING OR ADDITIONS TO A DWELLING
 (Classes 1a, 1b, 2 and 3)

An application for building work in relation to dwellings (including new dwellings, additions and/or alterations) will require the following information:

| MANDATORY INFORMATION | APPLICANT CHECK | COUNCIL CHECK |
|--|-----------------|---------------|
| <ul style="list-style-type: none"> Applicants are welcome to arrange a pre-lodgement meeting with Council Officers prior to submitting their official application. Council Officers can provide guidance and assist applicants to ensure that all of the required information is supplied with their application. | | |
| <ul style="list-style-type: none"> DA Form 2 is submitted and fully completed | | |
| <ul style="list-style-type: none"> Builders Details – ensure that the BSA licence number or owner-builder number are entered in DA Form 2 | | |
| <ul style="list-style-type: none"> Building application fees paid according to fee schedule | | |
| <ul style="list-style-type: none"> QBCC insurance payment confirmation to be included for building works over \$3300 and carried out by a registered builder | | |
| <ul style="list-style-type: none"> Q Leave receipt (for building work \$150,000 or over) | | |
| <ul style="list-style-type: none"> Two (2) set of plans drawn to scale with a minimum paper size of A3 One (1) copy of forms and other documentation | | |
| <ul style="list-style-type: none"> Plans to include: Floor Plan, Elevations, Bracing Plan & Schedule on plan face, position of Smoke Alarms and ceiling fans if applicable. All plans shall be drawn, described and dimensioned in a legible manner with common nomenclature consistent with referenced Australian Standards | | |
| <ul style="list-style-type: none"> Plans showing Energy Efficiency Requirements (part 3.12 of the Building Code of Australia Volume 2), and application includes energy efficiency report from competent person | | |
| <ul style="list-style-type: none"> Plans to conform with Queensland Development Code (<i>Parts MP4.1 Sustainable Buildings - effective 15 January 2013</i>) including: <ul style="list-style-type: none"> 3 star rated or AAA rated Shower Roses minimum 3-star Water Efficiency Labelling and Standards rating for taps serving:- <ul style="list-style-type: none"> (a) laundry tubs; (b) kitchen sinks; and (c) basins. Dual Flush Toilets (6 litre / 3 litre) with a min. 4 star energy efficiency labelling Energy Efficiency Lighting for a min. of 80% of total fixed internal lighting | | |
| <ul style="list-style-type: none"> Documentation showing all roof truss calculations plus one (1) copy of the fixing and bracing guidelines for timber for timber roof trusses. | | |
| <ul style="list-style-type: none"> A site plan showing adjoining Real Property lot Descriptions, Street Names, Street Numbers & Site Boundaries. The site plan is to be drawn to a suitable scale of not less than 1:200 and is to be dimensioned. | | |

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| <ul style="list-style-type: none"> If any survey pegs, marking the corners of the site are missing, the applicant shall provide a copy of an identification survey, carried out by a licensed surveyor, with the application. (This is owners responsibility) | | |
| <ul style="list-style-type: none"> Survey pegs showing the corners of the site are in existence. Y / N | | |
| <ul style="list-style-type: none"> Soil investigation report for new buildings. All Soil Investigation Reports are to be accompanied by a Bore Log. | | |
| <ul style="list-style-type: none"> Engineer designed footing and stump plans or slab plans – for all site classifications, accompanied by engineering certification. | | |
| <ul style="list-style-type: none"> Engineer Certification including Form 15 Compliance Certificate for Building Design or Specification, specifically to cover Engineering for Footings and / or slabs, and any steel framing or steel member, or pre-built timber framing including trusses. | | |
| <ul style="list-style-type: none"> Details of Termite control, if applicable eg. slab on ground or on stumps where lowest member (bearer) is 400 mm above ground or less | | |
| <ul style="list-style-type: none"> Plumbing Application Requirements Two (2) set of plumbing plans showing services layout of the dwelling, including proposed sewerage, water, and stormwater drainage. Plan and Design of onsite sewerage treatment facility in the case of unsewered allotments. Form 1 Application for Compliance Assessment and Maranoa Regional Council Form 2B fully completed. Plumbing application fees paid according to fee schedule. | | |

NOTE:

Please also refer to Guide 9 – Building Work Documentation which has been prepared to assist applicants making an application for building work assessed against the *Building Act 1975*.

Applications not conforming to the abovementioned requirements will not be classed as a properly made application in accordance with the *Planning Act 2016*. As a result, the timeframe for the assessment for the application will not commence until all information has been submitted to Council.

Council may require further information in addition to that set out above. Where further information is required, you will be notified within the time frames set down in the *Planning Act 2016*.