



BUILDING FORM 3
REQUIREMENTS FOR A BUILDING APPLICATION
RELOCATED DWELLING
(Class 1a)

An application for building work in relation to relocated dwellings 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 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"> 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. The site plan shall also show contours of the land surface spaced at 1.0 metre intervals. This latter condition only applies where the proposed building will be situated within the boundaries of Council's 1 in 100 year Flood Event Plan No. R6 in Council's Planning Scheme. 		
<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"> A Survey Certificate showing the boundaries of the allotment on which the building work is proposed. Identification pegs must be placed prior to the initial building work inspected taking place. (Urban Only) 		
<ul style="list-style-type: none"> Engineer designed footing and stump plans or slab plan – for all site classifications, accompanied by engineering certification. 		
<ul style="list-style-type: none"> Photos of all of the elevations of the dwelling 		
<ul style="list-style-type: none"> A building inspection report by a competent person approved by Council (i.e. Structural Engineer or Licensed Building Certifier / Surveyor) stating that the building is structurally sound. Reporting on the tie-downs and to 		

<p>supply recommendations on any further building work required OR</p> <ul style="list-style-type: none"> • In Lieu of the above a pre-removal inspection carried out by Council involving a detailed inspection report on the condition of the dwelling. Inspection and report fee plus travel to be paid according to the fee schedule. 		
<ul style="list-style-type: none"> • Refundable cash bond or bank guarantee • Refundable bond of \$20,000 in Urban areas including towns of Roma, Mitchell, Injune, Surat, Wallumbilla, Yuleba OR • Refundable bond of \$10,000 in Rural areas including towns of Mungallala and Jackson and all rural areas within the Maranoa Regional Council area 		
<ul style="list-style-type: none"> • A demolition application is required if a dwelling is being removed from a parcel of land within Maranoa Regional Council. Please refer to Building Form 7 on requirements of lodging a demolition application. • Please be aware of the application fees that are applicable including the refundable bond of \$2000, which is refunded when Council considers the site from where the dwelling has been removed as clean & tidy. 		
<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 Maranoa Regional Councils Policy for the removal, relocation or demolition of buildings.

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*.