



BUILDING FORM 5
REQUIREMENTS FOR A BUILDING APPLICATION
SHEDS/GARAGES/CARPORTS
 (Class 10a)

The following information is required for applications involving domestic Sheds/Garages or Carports including structures on rural land within 200 metres of a road or within 200 metres of a side or rear surveyed boundary:

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 all building work \$150,000 or over) 		
<ul style="list-style-type: none"> Two (2) set of plans drawn to scale One (1) copy of forms and other documentation 		
<ul style="list-style-type: none"> Plans to include Floor Plan, Elevations, Bracing Plan & Schedule 		
<ul style="list-style-type: none"> Where generic plans from Shed Manufacturers are provided, the shed size to be used shall be highlighted. This includes drawings of all footings, slab layouts, roof framing, floor plans, side and end elevations and wall panels. 		
<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. 		
<ul style="list-style-type: none"> Engineered designed footings with Form 15 Compliance Certificate if the area of the building is over 54m². If the building is under 54m², then provide the manufacturer's specifications. 		
<ul style="list-style-type: none"> Engineer Certification with Form 15 Compliance Certificate to cover any steel framing or steel member 		

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*.