



**BUILDING FORM 8**  
**REQUIREMENTS FOR A BUILDING APPLICATION**  
**FENCE/ MAST/ ANTENNA/ SIGN/**  
**RETAINING OF FREE STANDING WALL**  
**(Classes 10B)**

The following information is required for applications involving the above structures:

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>DA Form 2 is submitted and fully completed</li> </ul>		
<ul style="list-style-type: none"> <li>Builders Details – ensure that the BSA licence number or owner-builder number are entered in DA Form 2</li> </ul>		
<ul style="list-style-type: none"> <li>Building application fees paid according to fee schedule</li> </ul>		
<ul style="list-style-type: none"> <li>QBCC insurance payment confirmation to be included for building works over \$3300 and carried out by a registered builder (domestic construction only)</li> </ul>		
<ul style="list-style-type: none"> <li>Q Leave receipt (for all building work \$150,000 or over)</li> </ul>		
<ul style="list-style-type: none"> <li>Two (2) set of plans drawn to scale with a minimum paper size of A3</li> <li>One (1) copy of forms and other documentation</li> </ul>		
<ul style="list-style-type: none"> <li>Plans to include: footing details, slab layouts, floor plans, elevations and wall panels (where proposed).</li> </ul>		
<ul style="list-style-type: none"> <li>A site plan showing adjoining Real Property lot Descriptions, Street Names, Street Numbers &amp; Site Boundaries.</li> <li>The site plan is to be drawn to a suitable scale of not less than 1:500 and is to be dimensioned.</li> </ul>		
<ul style="list-style-type: none"> <li>Engineered designed footings including Form 15 Compliance Certificate for: Mast, Antenna, Sign, Retaining Wall (1.0m in height or greater) or Free Standing Wall.</li> </ul>		
<ul style="list-style-type: none"> <li>Engineer Certification (Form 15 Compliance Certificate) to cover any steel framing or steel member</li> </ul>		

**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*.