

## Important Information

This form is to be completed by the Applicant and submitted with the Development Application for Building Work. In providing accurate details on the following, the applicant is ensuring timely processing of the application.

**NOTE:** Prior to lodgement, we recommend you consult with a Council Technical Advice Officer or the Duty Planner in regard to any other Council building requirements and any subsequent compliance.

APPLICANTS NAME: .....

BUILDING SITE ADDRESS: .....

### Building works approval is required for retaining walls where:

- The wall is 1.0m in height or greater; AND / OR
- The wall is located within 1.5m of a building/structure including another retaining wall and the wall supports the structure; AND / OR
- There is a surcharge loading over the zone of influence of the wall; AND / OR
- The wall is over or near Council Infrastructure and supported by continuous concrete footings.

*Note: Existing retaining walls requiring approval are to have details of the wall and certificate of structural adequacy from a Registered Professional Engineer of Queensland to be supplied with application.*

All construction works inclusive of retaining walls and batter/s subject to the application are to be wholly contained within the nominated allotment boundaries.

### Mandatory Documentation at Lodgement

	Applicant's Check	Council Check
Completed DA Application Form 2 - <b>PLEASE complete the 'Email address' section on both forms as Council will process the application electronically</b>		
Nomination of the value of work for the project if – <ul style="list-style-type: none"> <li>• QBCC licensee undertaking work and the value is greater than or equal to \$3,300               <ul style="list-style-type: none"> <li>➢ Queensland Building and Construction Commission Owner Builder notification required</li> </ul> </li> <li>• Owner builders building to the value of \$11,000 or more               <ul style="list-style-type: none"> <li>➢ Queensland Building and Construction Commission Owner Builder notification required</li> </ul> </li> </ul>		
One (1) copy of the Site Plan		
One (1) copy of Cross Section through the Retaining Wall / Fence		
One (1) copy of Plans prepared by a Registered Professional Engineer of Queensland (Form 15 – Design Certificate)		

This guideline has been provided to assist applicants prepare building applications. There may be circumstances which require submission of additional information to allow processing of the application to be completed. Further enquiries may be directed to the Building Certification Section at the Toowoomba Regional Council Customer Service Centre.

**SITE PLAN** - drawn to a minimum scale of 1:200 indicating the following:

- North point
- The allotment boundaries and dimensions
- Existing buildings on the allotment and their outside dimensions and boundary setbacks
- The proposed location of the retaining walls (ensuring they are contained within the applicant's property boundaries)
- The heights of the retaining walls and nominate the high and low sides of the retaining walls
- The setback from each boundary
- Street name and location
- The method of stormwater disposal
- Location of any easements that exist on the property
- Location of elements within the subject property and on the road reserve e.g. sewer, stormwater, power, telephone, driveways, water connection, stormwater crossover, existing trees
- Details of levels on the allotment. This contour plan should show heights from a datum point (where known) or established from the top of the kerb. The height of the top of the floor in the garage should then be indicated.

**CROSS SECTION** – drawn to a minimum scale of 1:50 indicating the following:

- Sizes of members
- Size of footings
- Spans and spacings of the proposed members
- Height of the proposed structure

**COUNCIL INFRASTRUCTURE** - It is desirable for buildings to be clear of Council's services. If this proposed retaining wall is over or near council infrastructure you may be asked to:

- Make special provisions for the base and footings
- Relocate the structure
- Comply with the Toowoomba Regional Planning Scheme or Queensland Development Code Part 1.4 Building over or near relevant infrastructure

If it is proposed to alter the natural levels of an allotment by 300mm or more, Council requires details of the earthworks. This can be easily provided by submitting a cross section of the allotment. Depths of cut/fill should be indicated together with the proposed treatment upon completion of the building work. In some instances it will be appropriate to indicate features on adjoining allotments e.g. existing retaining wall levels, carports, adjoining property windows to habitable rooms, windows to habitable rooms on your allotment.

## Need Further Information?

For further information contact the Building Certification section on 131 872 or visit your local Customer Service Centre.