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: .....

Mandatory Documentation at Lodgement		
	Applicant's Check	**Council Check**
Completed DA Application Form 2 **- PLEASE complete the 'Email address' section on both forms as Council will process the application electronically**		
Portable Long Service Receipt for Works $150,000 and over		
Nomination of the value of work for the project if - • QBCC licensee undertaking work and the value is greater than or equal to $3,300 ➢ Queensland Building and Construction Commission insurance notification required • Owner builders building to the value of $11,000 or more ➢ Queensland Building and Construction Commission Owner Builder notification required		
One (1) copy of the Site Plan		
One (1) copy of Cross Sections through the dwelling		
One (1) copy of the Elevations		
One (1) copy of the Floor Plan		
One (1) copy of the Bracing Calculations		
One (1) copy of the Tie Down Schedules		
One (1) copy of Timber Framing Schedules		
One (1) copy of the Floor Framing Details		
One (1) copy of Engineer's Design Certification if the structure has steel members or manufacturers details with Engineer certification (Form 15)		

Mandatory Documentation at Lodgement	Applicant's Check	Council Check
One (1) copy of the Soil Investigation Report		
One (1) copy of the Engineer's Footing/Slab Design, complete with Design Certificate (Form 15)		
One (1) copy of plans indicating: • Compliance for sustainable building in accordance with MP 4.1 & 4.2 Sustainable Buildings & Water Savings Targets of the Queensland Development Code; and • Energy Efficiency Assessment/Design		
One (1) copy of Truss Design Certification and truss plan or roof framing details		
One (1) copy of 'Form 15 - Compliance Certificate for Building Design or Specification' (mandatory format) from QBCC Licensee or Competent Persons covering all submitted plans		
One (1) copy of retaining wall details (including Engineer's design and certification - Form 15)		
One (1) copy of the following details on rainwater tanks: • Above-ground – manufacturers specification (brochure) for poly, steel or concrete tanks • Underground – manufacturers specification (brochure) and RPEQ design and certification (Form 15)		

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.

Note: *In some circumstances a structural adequacy report from an engineer may be required to be lodged.*

Persons issuing and signing either 'Form 15 - Compliance Certificate for Building Design or Specification' or a 'Form 16 – Inspection Certificate/Aspect Certificate/QBCC Licensee Aspect Certificate' for building works carried out, must be the holder of a QBCC license (with the ability to sign off building work within the scope or class of the license) or a Competent Person.

If the person does not hold a QBCC license, then they must make application and be accepted on Council's Certifier's Competent Persons Register prior to Council accepting any completed Form 15 or Form 16 and prior to undertaking any inspections for building work.

Examples of professions required to be determined as Competent Persons: Engineers, Land Surveyors, electricians, insulation installers etc.

Any person who wishes to be registered should submit their details for consideration and acceptance for inclusion on the Register.

NOTE:

- Town Planning is to be approved (as applicable) and Removal Assessment Bond paid prior to the building approval being issued.
- All Referral Agency Responses are required to be approved and submitted to Council prior to a building permit being issued.
- A plumbing approval/referral for plumbing and drainage works or changes to loading on existing on site treatment systems may be required prior to issuing a building approval in non-sewered areas.
- If the dwelling is currently located outside of the Toowoomba Regional Council area, please contact the relevant Council for their requirements for removal of the dwelling.
- A demolition/removal approval has a currency period of 12 months (only one (1) extension of six (6) months may be given).
- A dwelling re-build building approval has a currency period of 12 months (only one (1) extension of six (6) months may be given).
- A current demolition/removal approval is required to remove the dwelling.
- Approvals are required from the relevant Council/s, Department of Transport and Main Roads & Queensland Police to remove the dwelling over the roads within the relevant Council area/s.

Requirements for submitted sewerage plans (as applicable):

- Plans shall be in ink or in print, in triplicate, to an approved standard at a scale no smaller than 1:500, such as to show adequately and distinctly the premises, details of house drainage and the location of fixtures.
- There shall be endorsed on the plan a description of the fixtures to be connected, their method of connection and their venting, should venting be required. The Council may also require that the proposed work shall additionally be shown in section and elevation.

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

- ❑ North point
- ❑ The allotment boundaries and dimensions
- ❑ The external dimensions of the proposed structure measured to the outermost projection (fascia)
- ❑ Existing buildings on the allotment and their outside dimensions and boundary setbacks
- ❑ 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. It is preferred that this datum point be established from the top of kerb in the centre of the proposed driveway crossover. 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 framing members
- ❑ Floor and foundation details
- ❑ Spans and spacings of the proposed framing members
- ❑ Tie down information
- ❑ Floor level relative to the height of the kerb at the centre of the driveway crossover

- ❑ Height of the proposed structure
- ❑ Ceiling heights
- ❑ Wall and roof structures with construction details
- ❑ Roof pitch

ELEVATIONS - drawn to a minimum scale of 1:100 indicating the following:

- ❑ All four directions
- ❑ External appearance of the proposed work
- ❑ Size of windows, heights of doors, etc.
- ❑ Details of external building materials used in walls and roof coverings

FLOOR PLAN - for each level drawn to a minimum scale of 1:100 indicating the following:

- ❑ The extent of proposed building work
- ❑ Whether the proposed building work is attached to existing structures
- ❑ The wall thickness and sizes of the proposed work
- ❑ Positions of doors, windows, openings, etc.
- ❑ Positions of bracing panel

BRACING CALCULATION – schedule is required for each level indicating the following:

- ❑ The wind speed appropriate for the buildings location
- ❑ The total bracing required for the building by virtue of calculation from AS1684
- ❑ The sum of the value (in kNs) of the bracing provided in each direction
- ❑ The total number of bracing panels provided in each direction. This should match those indicated on the floor plan
- ❑ The individual brace type, its length and its capacity in kN
- ❑ It will be necessary to provide details of the specific type of brace conjointly with this schedule. This can best be illustrated by detail drawings.

TIE DOWN - schedule is also required for each level. A table may be the most appropriate method of displaying this information, referring to areas of connection, type of connection, kN value of each connection, together with reference to the appropriate AS1684 detail reference, specific roof dimensions (A & B) should also be included.

TIMBER FRAMING – schedule is required for each level indicating the following:

- ❑ Member description (bearers, joists, ridges, etc.) This is best set out with members detailed from the ground up.
- ❑ Maximum spans for each member
- ❑ Maximum spacings for each member
- ❑ Sizes of each member to be used
- ❑ Stress grades to be used for each member
- ❑ Where manufactured beams are to be used, reference should be made to source information for your calculations
- ❑ Alternatively a statement from the manufacturer that the beam is suitable for the proposed location in the dwelling, or a certificate of design from a Registered Professional Engineer of Queensland will be acceptable
- ❑ Where steel beams are used it will be necessary to provide a design certificate from a Registered Professional Engineer of Queensland

FLOOR FRAMING – for each level drawn to a minimum scale of 1:100 (where timber floors are to be used) indicating the following:

- ❑ Location and nature of sub-floor supports
- ❑ Bearer size and layout
- ❑ Joist spacing, span and layout
- ❑ Any specific point load conditions and how they are to be transferred to the footings

TRUSS DESIGN – including layouts and calculations including manufacturer's certification is to be provided to allow Council to correctly assess loadings

ENERGY EFFICIENCY ASSESSMENT/DESIGN - for each level drawn to a minimum scale of 1:100 indicating the following:

- ❑ Calculations, orientation and airflow and specific construction requirements in accordance with the requirements of Section 3.12 of Building Code of Australia

SITING DISCRETION – an application may be required if:

- ❑ If the proposed location is within 1.5m of the side and rear boundaries
- ❑ If the proposed location is within 6m of any road boundary

COUNCIL INFRASTRUCTURE – it is desirable for buildings to be clear of Council's Services. If this proposed building is over or near a sewer main 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

GENERAL

- ❑ For timber framed buildings, AS1684 framing manuals (N2, N3 & N4) should be used to select and specify member details
- ❑ For metal framed buildings, Engineer design certification and intent to supervise certificates will be required
- ❑ Those buildings which fall outside the scope and intent of the AS1684 will also require Engineer design certification and intent to supervise certificates
- ❑ Any suspended concrete will require design details by a Registered Professional Engineer of Queensland design certificate (Form 15 format)

If it is proposed to alter the natural levels of an allotment by 300mm or more, Council needs details of the earthworks. This can be easily shown 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 etc.

Need Further Information?

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