

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		
Nomination of the value of work for the project if - <ul style="list-style-type: none"> • QBCC licensee undertaking work and the value is greater than or equal to \$3,300 <ul style="list-style-type: none"> ➢ Queensland Building and Construction Commission insurance notification required • Owner builders building to the value of \$11,000 or more <ul style="list-style-type: none"> ➢ Queensland Building and Construction Commission Owner Builder notification required 		
One (1) copy of the Site Plan		
One (1) copy of Cross Sections Plan		
One (1) copy of the Floor Plan		
One (1) copy of specifications of weatherproofing: <ul style="list-style-type: none"> • Sealing of Masonry Walls (as applicable); • Vapour Barrier to the Slab. 		
One (1) copy of Registered Professional Engineer of Queensland (RPEQ) written certification of the structure, having regard for required wall and ceiling linings, insulation and the change of use.		
One (1) copy of RPEQ certification that the footing/slab is adequate for proposed use or design plans and Form 15 from the RPEQ for required upgrades.		

Mandatory Documentation at Lodgement

	Applicant's Check	Council Check
<p>One (1) copies of plans indicating:</p> <ul style="list-style-type: none"> • 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 		

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
- 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

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

- Ceiling height
- External and internal wall construction details
- Window sizes and types
- Internal dimensions
- Floor height above finished ground

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

- The extent of proposed building work and adjacent rooms
- Positions of doors, windows and openings (including size and type)
- Dimensions of the proposed room
- Type of insulation, energy efficiency details insulation, ventilation, lighting and glazing (as applicable)
- Location of existing and proposed smoke alarms
- Method of termite protection and damp proofing

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

WEATHER PROOFING

Building Code of Australia Parts 3.3.4 (Weatherproofing Masonry) and 3.2.2.6 (Vapour Barriers) detail the requirements for the weatherproofing of buildings. These parts require that masonry walls and floor slabs be suitably weatherproofed to prevent damp conditions within a habitable area. For existing buildings, particularly existing Class 10a parts of a building, where they are to be converted for habitable use, compliance must be achieved and demonstrated through the building application.

Compliance can be achieved by retrofitting the building with a compliant weatherproofing system or by verifying through written evidence to the Building Certifier that there is an existing system in place that is suitable. There are a number of weatherproofing systems available, and each system will be assessed on its merits by the Building Certifier. Please speak directly with a Building Certifier if this aspect presents particular concern for the proposed conversion works.

SITING

- Not to be within 1.5 metres of the side and rear boundary (measurement is to fascia)
- Not to be within 6 metres of any road boundary
- (If these requirements are not met a siting discretion may be required prior to approval)

FLOORS

- To finish minimum of 150mm above finished ground level or minimum of 50mm above paved surface
- Floor to be so constructed to prevent entry of rising damp (Refer to the section on Weatherproofing above)
- Evidence of termite treatment being carried out
NOTE: Ground must fall away from building face

WALLS

- Suitable evidence is to be provided to demonstrate a compliant weatherproofing system, to prevent entry of moisture (Refer to the section on Weatherproofing above)

CEILING HEIGHT

- To be minimum of 2400mm for at least of the floor area.

COUNCIL INFRASTRUCTURE

- If affecting the existing footing system or substructure and where over or near Council Infrastructure an application for works affecting Council Infrastructure may also be required to be submitted

Need Further Information?

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