

**LET US HELP BUILD YOUR
SHED**

**INFORMATION
PACKAGE**



NORTH BURNETT
REGIONAL COUNCIL



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A GUIDE TO BUILDING DOMESTIC SHEDS, CARPORTS, GARAGES, VERANDAHS, PATIOS, COVERED AREAS AND DECKS (class 10a)

DEFINITIONS

A BUILDING PERMIT

Is a Development Permit to 'Carry Out Building Work', and must be obtained for all building work proposed on any land within the Region. Building work is defined as:-

- (a) building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
- (b) excavating or filling—
 - (i). for, or incidental to, the activities mentioned in paragraph (a); or
 - (ii). that may adversely affect the stability of a building or other structure, whether on the land on which the building or other structure is situated or on adjoining land; or
- (c) supporting (whether vertically or laterally) land for activities mentioned in paragraph (a); or
- (d) other work regulated under the building assessment provisions, other than IDAS.

CLASSIFICATION

Class 10a - a non-habitable building being a private garage, carport, shed or the like

PLEASE NOTE: YOUR APPLICATION MAY REQUIRE OTHER APPROVALS EG. PLANNING, FIRE SERVICES, ENVIRONMENTAL PROTECTION AGENCY, MAIN ROADS, DEPARTMENT NATURAL RESOURCES & MINES ETC.

ALL DEVELOPMENT NEEDS TO BE CHECKED FOR LAND USE PLANNING ISSUES BEFORE HAND. CONTACT COUNCIL IN THE FIRST INSTANCE ON TELEPHONE 1300 696 272.

Builders should note that the allotment of land on which a building is proposed to be erected must be in the name of the Owner and registered on Council's rate records at the time of making a building application. No building permits can be issued until the ownership is transferred or advice per Form 1 & 24 is lodged with Council's Administration Section.

SUBMITTING AN APPLICATION

The application is not deemed as being received unless all of the following information is received at the time of submission to Council:-

1. **IDAS Forms 1 and 2, Forms 1 and 7 if Plumbing & Drainage work is involved** (attached) completed in full with the required fee.

2. **Documentation as per attached checklist.**

Plans must be submitted to Council in triplicate and must be of a good drafting standard. If the applicant is not familiar with the requirements of the *Building Act 1975* and the *Building Regulations 2006*, it would be to their advantage to consult a licensed Building Designer, Architect, or other person who has knowledge of the Act and Regulations. Refer to the attached list of consultants.

<p>A plan is a document that should contain enough information presented in such a way that it is possible to construct the building or structure from it. It should contain information (where applicable) as listed in the attached sheet entitled 'MINIMUM LEVEL OF DETAILS TO BE INCLUDED'.</p>

3. **On Site Sewerage Treatment Unit/Septic Tank/Composting Toilet Applications** are made with the Building Application. Unless otherwise advised, it shall be accompanied by one (1) copy of the Percolation Test Report and three (3) copies of the Effluent Design/Drainage Plan for the proposed sewerage and sullage waste water disposal; (per AS 1547) prepared by a licensed hydraulic engineer or other appropriate person to achieve the requirements of the Percolation Test Report.
4. **Proof of Payment of Portable Long Service Leave (Qleave) Levy Receipt** is required at the time of Lodgment of a Building Application where the value (labour and materials) exceeds \$80,000. The payment of this fee is to be made at any Australia Post Office or online at <https://www.qleave.qld.gov.au>.
5. **SAA Wind Loading Code AS 1170 - Part 2 Wind Forces.** The North Burnett Region is geographically located with part in region A and part in region B (see figure 2.5 AS 4055-2006). It is the applicant's responsibility to determine the correct wind rating and if in doubt should retain the services of a Registered Professional Engineer of Queensland (RPEQ).
6. **Owner Builders** are required to obtain an Owner Builders Permit if the work is \$11,000 or more. If less than \$11,000, a Permit is not required. The Permit number is to be inserted in the allocated space provided on Part B of Form 1.

HOW TO APPLY FOR A OWNER BUILDER PERMIT?

See below on how to apply to the Queensland Building and Construction Commission (QBCC) for a permit, how to determine the value of the work and warnings in relation to being an owner builder.

HOW DO I APPLY FOR A PERMIT?

Applying for a permit involves completing an application form, paying the permit fee and providing QBCC with proof of identification and specific proof of ownership or sufficient legal interest in the property.

If the value of work (labour & materials) is over \$11 000, you will be required to complete an Owner Builder Course run by a course provider recognised by QBCC. The course must be completed by one of the people on the title of the property unless leasing. An Owner Builder Course Certificate must be less than 5 years old at the time of application. Courses are presented in lecture style or through correspondence. A list of Course providers is available from QBCC offices or QBCC's website www.qbcc.qld.gov.au under Homeowners.

VALUE OF BUILDING WORK

It is important that you understand what 'value of building work' means. 'Value of building work' is defined in the QBCC Act as an amount representing the reasonable cost to a consumer of having the work carried out by a licensed contractor on the basis that all building materials are to be supplied by the contractor (whether or not the work is in fact carried out by a licensed contractor on that basis).

This means when you calculate the estimated value of building work you must include the cost of materials and the cost a licensed contractor would charge you for the work.

WARNING - NO INSURANCE PROTECTION!

By becoming an Owner Builder you forfeit your right to QBCC insurance on the building work. QBCC insurance protects consumers who have a contract with an appropriately licensed contractor to perform residential building work. This insurance cover assists consumers in cases where:

- the contractor fails to complete the building work for reasons that are not the consumers fault;
- the contractor fails to rectify defective work; and
- the building suffers from the effects of subsidence or settlement.

As an Owner Builder, your role is that of head or main contractor and you will be personally responsible for dealing with individual subcontractors if there are any problems with workmanship. By contrast, if you were to engage an appropriately licensed contractor to perform the whole job, you would only have to deal with that contractor - they then hold the responsibility of dealing with subcontractors - and if they fail to correct a defect you are able to use the services of QBCC's dispute resolution service and you may be able to claim QBCC's Insurance. This service is not available to Owner Builders.

When you are issued an Owner Builder Permit a notification is entered onto the property title for a minimum of seven years. This is detailed more fully in your permit; however, in some instances it can affect the sale of your property.

WARNINGS

If—

- (a) building work is carried out on land by a person who is not licensed to carry out that building work; and
- (b) the land is offered for sale within 6 years after completion of the building work; the vendor must, before the contract of sale is signed by the purchaser, give the prospective purchaser a notice containing details of the building work and a warning in the form required by regulation.

If a notice is not given as required by this section, the vendor will be taken to have given the purchaser a contractual warranty (which operates to the exclusion of any inconsistent provision of the contract of sale) that the building work was properly carried out.

GENERAL INFORMATION

1. COMPLIANCE FOR CLASS 10A BUILDINGS

Class 10a buildings are to comply with the applicable Shire Planning Scheme, the *Building Act 1975*, the *Building Regulation 2006*, Volume 2 of the Building Code of Australia and all the referenced Australian Standards contained therein.

2. GENERAL MATTERS

Setbacks from allotment boundaries (Urban Zoned Areas)	In accordance with MP1.1 and 1.2 of the Queensland Development Code unless addressed in the Local Planning Instrument.
Minimum Height Above Ground (slab)	<ul style="list-style-type: none">• 150mm above finished ground level; or• 100mm above sandy, well drained areas; or 50mm above paved or concreted areas that slope away from the building in accordance with Part 3.1.2.3(a) of the BCA
Minimum Bearer Clearance with surrounding ground	400mm
Stump Bracing required on Corner Stumps over	650mm (Earthquake Zone)
Site Coverage	Maximum 50% for total area of buildings on site

3. BUILDINGS ERECTED OR USED UNLAWFULLY

Where it comes to the knowledge of a local authority that any building or other structure has been erected or used -

- (a) Without an approval as required by the *Sustainable Planning Act 2009*; or
- (b) Other than in accordance with the approved plans, specifications and conditions as imposed by the local authority;

a notice pursuant to the *Sustainable Planning Act 2009/Building Act 1975* may be served on the owner of the building or structure to perform such work on the building or structure as is necessary to bring the same into conformity with the *Building regulation 2006*, or to demolish or remove the same.

4. NOVEL DESIGN AND MATERIALS

If you are contemplating a novel form of construction such as mud brick, post and rail, pole frame, slab hut, log cabin, Cape Cod or the like that cannot be assessed under the Deemed to Satisfy provisions of the Building Code of Australia (BCA), it will be necessary to comply with Part 1.2 of the BCA and provide Evidence of Suitability as detailed in this Part. An engineer used to assist in providing the evidence must be a Registered Professional Engineer Queensland (RPEQ).

Also, it will be necessary to submit a certificate of structural adequacy from a practicing RPEQ Engineer with all applications for metal structure and buildings where members used cannot be checked against Codes or Standards available to the Building Certifier.

5. CONTAMINATION OF LAND ACT 1991 (AS AMENDED)

An application lodged on a restricted site as defined by the Contaminated Land Act 1991 cannot be approved if the application is inconsistent with the limited use or on-site activity of the land specified in the classification.

6. ALLOTMENT SURVEYS AND BOUNDARY PEGS

The owner is responsible for determining the boundaries and maintenance of survey pegs on their land. The owner and builder should check that the proposed building or additions are within the building lines before commencing the building work. The nature of the building, conditions of the site, levels and depth of the allotment may make it necessary to resurvey the land and/or the building on the land before building work is commenced. An Identification Survey may be required by the North Burnett Regional Council where survey pegs or building lines cannot identify that the building has been sited to meet the deemed to satisfy solutions of the Queensland Development Code.

7. LAND LIABLE TO FLOODING

Certain allotments with the North Burnett Region have been identified as land which may be liable to flooding. Information regarding land is available at the Regional Offices.

8. INSPECTIONS REQUIRED

The Builder/Owner is required to make arrangements with the Building Certifier to carry out inspections that form part of the building approval. The inspections will be at a time agreed between the Builder/Owner for the work and the Building Certifier inspecting the building work. Only (1) one inspection for each stage is included in the application fees.

Failure to notify may result in the commencement of enforcement proceedings and may also affect your insurances due to a Certificate of Inspection not being issued. Where considered necessary, that stage of the work may be required to be taken down or uncovered for inspection purposes.

Generally, inspections are required to be made at the following stages of construction, but the actual inspections required for each project are detailed on the Decision Notice:-

Building Work

- Footings / Slab (and prior to all other concrete pours)
- Framework (prior to covering up any framework)
- Core fill of masonry construction (when reinforcement is in place)
- Final (when all work is complete and all certificates and log books are available)

Plumbing / Drainage Work

- Internal and /or external drains
- Hot and cold plumbing rough in
- Final

DISCLAIMER: The onus is fully on the owner and/or builder to design, construct and maintain the building work in accordance with Manufacturer's specifications, Building Code of Australia and referenced Australian Standards, and Council's Policy Statements as issued from time to time. North Burnett Regional Council (and its officers and agents) expressly disclaim responsibility for any loss or damage suffered as a result of placing reliance upon this information.

NORTH BURNETT REGIONAL COUNCIL

BUILDING APPLICATION DOCUMENTATION REQUIREMENTS FOR CLASS 10a BUILDINGS

This form, completed by the Applicant, is to be lodged with the Building Application. It is the responsibility of the Applicant to ensure that all these details are correct and provided to Council in order to ensure Approval of your Application. All fees associated with this application to be provided at time of lodgement. Government legislation requires the payment of portable long service entitlements be made prior to issue of Development Permit. Building plans and application will not be accepted by Council until all information as listed below has been submitted.

APPLICANTS NAME:

BUILDING SITE ADDRESS:

MANDATORY DOCUMENTATION AT LODGMENT		APPLICANTS CHECK	COUNCIL CHECK
1.	IDAS Form 1 and 2 completed and others if required		
2.	Relevant local authority application fee.		
3.	Builders Insurance Premium Sighted. Owner Builder Insurance Number / Permit Certificate		
4.	2 (owner builder) or 3 (building contractor) copies of the Site Plan showing the location of the new building and any other buildings on the site.		
5.	2 (owner builder) or 3 (building contractor) copies of each level of floor plan.		
6.	2 (owner builder) or 3 (building contractor) copies of elevational plan showing natural ground level and finished ground level.		
7.	2 (owner builder) or 3 (building contractor) copies of a cross section through the dwelling.		
8.	2 (owner builder) or 3 (building contractor) copies of plan of dimensioned floor slab and details showing all building elements and their location.		
9.	2 (owner builder) or 3 (building contractor) copies of bracing calculations for each level.		
10.	2 (owner builder) or 3 (building contractor) copies of connection and tie down schedules or details.		
11.	2 (owner builder) or 3 (building contractor) copies of timber framing schedule.		
12.	2 (owner builder) or 3 (building contractor) copies of floor framing details.		
13.	2 (owner builder) or 3 (building contractor) copies of Energy Efficiency requirements in accordance with the Building Code of Australia.		
14.	Engineers Design Certification (form 15) if the structure has steel members or provide Manufactures details with Engineer Certification. Construction methods not included in the Deemed to Satisfy parts of the Building Code of Australia require assessment in accordance with Part 1.0.9 of the BCA. The applicant is to provide the relevant documentation for assessment to be carried out in accordance with this Part.		
15.	Two (2) copies of the Soil Investigation/ Classification Report		
16.	2 (owner builder) or 3 (building contractor) copies of footing/slab design.		
17.	Retaining wall detail (if greater than 1m high - Engineer Certified).		
18.	Three (3) copies of Percolation Test Report and Effluent Design.		
19.	Completed Plumbing and Drainage Application forms.		
20.	Three (3) Plumbing/Drainage Plans.		
21.	Portable Long Service Leave Levy (Qleave) receipt sighted. (Projects valued at \$80,000 or more).		

MINIMUM LEVEL OF DETAILS TO BE INCLUDED ON EACH OF THE FOLLOWING DOCUMENTS FOR CLASS 10a BUILDINGS

Site Plan

- Address
- RP Description and site area
- Road/Street Names and access points (type and width including driveways)
- Boundary dimensions, bearings and easements
- North Point
- Boundary clearances and setback dimensions of new building.
- Location and type of retaining walls and/or soil restraint (if any)
- Location/siting of existing buildings and their uses

Floor Plan(s)

- Plans
- Dimensions
- Indicate wall construction
- Window location and size
- Design Wind Velocity and bracing requirements if relevant

Elevations

- All elevations showing facades
- Heights
- Roof pitch
- Roof Materials
- External claddings
- Door and window type and size
- Correct ground lines including cut and fill
- Overhang dimensions
- Termite treatment (shown at Sections)

Structural

- Referenced sections and details
- Footings and slabs
- Roof construction
- Retaining wall construction

Certificate of design if relevant (Form 15)

Sewerage, Sullage and Stormwater Drainage

- Floor plan outline showing drainage
- Site plan locating stormwater lines and downpipes.

NOTE: EACH DRAWING IS TO HAVE

- Job and page numbers and title of drawing
- Name and original signature of author
- License details/number of author

HOW LONG WILL IT TAKE FOR MY BUILDING APPLICATION TO BE APPROVED?

Your building application is assessed using the Integrated Development Assessment System (IDAS). This system is **MANDATORY** for all local authorities to follow in assessing any type of development application. It is part of the *Sustainable Planning Act 2009*, which is State Government Legislation.

Your BUILDING APPLICATION will be approved based on a number of matters such as:

- The information you provide as part of the application; and
- The relevant forms being completed correctly by you; and
- Payment by you of all the relevant statutory and local government fees; and
- The time lines included in the provisions of the IDAS process.

Council will follow the IDAS process as follows:

1. You will submit your application with the necessary plans, application and statutory fees.
2. Council will peruse the application to determine if it is properly made and if so accept it. If it is not properly made you will be informed and have to resubmit it with the adjustments the relevant officer has informed you are required. Council can accept an application if it is not properly made if there are only minor issues involved.
3. If the application is deemed to be properly made, the clock starts ticking. If all the information that has been submitted is sufficient for the application to be assessed by our Building Surveyors, Council has **20 working days** from the day it is accepted as a properly made application to make a decision. Council can extend this period by another **20 working days** but **MUST** inform you in writing that the additional time is required. Provided there are no issues with the application **it should be approved within 20 working days** of you submitting it.
4. If Council accepts your application as a properly made application and commences to assess it, a clarification or a request for more information can be made. This is called an Information Request. Council has **10 working days** from when it accepts the application to issue an Information Request. The assessment period does not start until you have responded to the Information Request and you have 12 months to do so. At that time, if you have not responded, Council will deem the application to have lapsed. Once you satisfactorily respond, the clock starts ticking again. The time line detailed above commences. Council has 20 working days plus 20 working days notified in writing to make a decision. Therefore, you **should receive approval within 20 days** of providing the information requested of you.

CONSULTANTS

The following is a list of consultants who have worked or are currently doing work in the North Burnett Region. Names of others can be found in the phone book (yellow pages)

NOTE: This list has been compiled to assist applicants. Council does not take responsibility for any errors or omissions and consultants are **NOT** listed in any order of preference. Council does **NOT** offer advice or make recommendations about consultants.

ARCHITECTS

1. Bronwyn Innes
BUNDABERG QLD 4670
Ph/Fax: 4151 3377
Mob: 0412 426 476
2. Keystone Architects
MARYBOROUGH QLD 4650
Ph: 4123 1005 Fax: 4123 1001

LICENSED BUILDING DESIGNERS

1. Arthur Martin Design & Drafting
DALBY QLD 4405
Ph: 4662 1403 Fax: 4669 8049
2. Payten & Rodger
HERVEY BAY QLD 4655
Ph: 4124 6071
3. King Architectural Engineering
IPSWICH QLD 4305
Ph: 3812 3443
4. Coast Wide Plan and Design Service
BURRUM HEADS QLD 4610
Ph: 4129 0203 Fax: 4129 0203
5. Suncoast Drafting Services
HERVEY BAY QLD 4655
Ph: 4128 4987
6. Michael Russell Design and Drafting
MARYBOROUGH QLD 4650
Ph: 4123 3654 Fax: 4123 5554
7. John Poulsen Building Design & Drafting
BUNDABERG QLD 4670
Ph: 0427 593682
8. John Gately Building Design
BUNDABERG QLD 4670
Ph: 4153 1183 Fax: 4152 3958
9. Greg Pershouse & Assoc P/L
BUNDABERG QLD 4670
Ph: 4151 8350
10. TR & SL Roper Drafting
CHILDERS QLD 4660
Ph: 41263110
Mob: 0412 786330
11. Megan Maher Computer Drafting
MARYBOROUGH QLD 4650
Ph: 41223674

HYDRAULICS CONSULTANTS

1. Cliff Searle
Water Wise Design
TORQUAY QLD 4655
Ph/Fax: 4125 3510 MOB: 0416 062 487
2. Keith Lees
Lees Consulting
WARANA QLD 4575
Ph: 5437 7660
3. Coast Wide Plan and Design Service
BURRUM HEADS QLD 4610
Ph: 4129 0203 Fax: 4129 0203

TOWN PLANNERS

1. Insite SJC
BUNDABERG QLD 4670
Ph: 4151 6677
2. Angelo Oliaro Town Planning
HERVEY BAY QLD 4655
Ph: 4125 6887
3. Leddy Sergiacomi & Assoc Pty Ltd
BUNDABERG QLD 4670
Ph: 4152 9822
4. Urban Planet Town Planning Consultants
HERVEY BAY QLD 4655
Ph: 4128 2888

SOIL TESTERS

1. Wide Bay Geotechnical Services P/L
PIALBA QLD 4655
Ph: 4124 3677 Fax: 4128 3284
2. Dirts (QLD.) P/L
PIALBA QLD 4655
Ph: 4124 5533 Mob: 0419 754 598
3. CM Testing Service
WEST BUNDABERG QLD 4670
Ph: 4152 7644 Fax: 4152 1405

SURVEYORS

1. JB Serisier & Associates
MUNDUBBERA
Ph: 4165 4468
2. Wayne Say & Associates Pty Ltd
CHILDERS QLD
Ph: 4126 2555
3. O'Reilly, Nunn, Favier
KINGAROY QLD
Ph: 4162 2647

ENERGY EFFICIENCY CONSULTANTS

1. McCutcheon MacDonald
HERVEY BAY QLD 4655
Ph: 4124 2454 Fax: 4124 2323
2. Q- Bears
SPRINGWOOD QLD 4127
Ph: 1300 304 313 Fax: 1300 307 331
3. Clyde Anderson Pty Ltd
COORPAROO QLD 4151
Ph: 3394 2886 Fax: 3394 1939
4. EMF Griffiths
Ph: 32542788 Fax: 32542799
5. Rebecca Hunt
BARGARA QLD 4670
Mob: 0418 980 465
6. Z & N Jovanovic
Mt Ommaney Q 4074
Ph: 3376 4319 Mob: 0411 801 605

FIRE DESIGN ENGINEERS

1. Ferm Engineering Pty Ltd
SALISBURY QLD 4107
Ph: 3274 5900
2. Chris Odgers
BRAY PARK QLD 4500
Ph: 3205 2370 Mob: 0409 267 075

ELECTRICAL/MECHANICAL ENGINEERS

1. McCutcheon MacDonald
HERVEY BAY QLD 4655
Ph: 4124 2454 Fax: 4124 2323
2. Cushway Blackford & Assoc Pty Ltd
Gympie Office contact:-
Steven Tramacchi
Ph/Fax: 5486 6325
Mob: 0411 741 766
3. Ashburner Francis
WEST END QLD
Ph: 3510 8888 Fax: 3510 8899
4. EMF Griffiths
Ph: 3254 2788
Fax: 3254 2799

ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)

1. Opus International
GAYNDAH QLD 4625
Ph: 4161 2400 Mob: 0407 629 526
2. GJ Brandon & Assoc P/L
CHINCHILLA QLD 4413
Ph: 4668 9351
3. Holmes McLeod Consulting
Engineers
MARYBOROUGH QLD 4650
Ph: 4121 4344 Fax: 4123 3144
4. Larkin Teys Consulting
TOOWOOMBA QLD 4350
Ph: 4639 3620 Fax: 4639 2487
5. Leddy Sergiacomi & Associations P/L
BUNDABERG QLD 4670
Ph: 4152 9822 Fax: 4152 4114
6. Cardno
PIALBA QLD 4655
Ph: 4124 5455
7. Tony Wright Building Design
SCARNESS QLD 4655
Mob: 0429 859

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