

# NORTH BURNETT REGIONAL Building Information

## Shed/Garage/Carport/Domestic Patio/ Verandah/Shade Structure/Decks and similar structures

### Info Sheet

This information sheet explains the requirements for a building permit to construct a shed, carport, garage, patio, covered area or deck

# 2

### 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 as in paragraph (a);
- d) other work regulated under the building assessment provisions, other than Development Assessment Rules.

### CLASSIFICATION

**Class 10**—non habitable building being a private garage, carport, shed or the like.

**PLEASE NOTE:** Your application may require other approvals, for example town planning approval, Department of Transport and Main Roads or Environmental Protection Agency, Department of Natural Resources and Mines etc.

All development needs to be checked for land use planning issues before submitting a building application. Please contact Council in the first instance on 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. **Building Application DA Form 2**—completed in full.
2. **Compliance Assessment for plumbing and drainage and onsite sewerage work Form 1**—completed in full, if applicable
3. **Payment of fees**, as applicable.
4. **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 Regulation 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. Attached at the end of this information pack is a list of consultants known to service the North Burnett region.

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'.

5. **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.
6. **Proof of Payment of Portable Long Service Leave Levy (Qleave) Receipt** is required at the time of lodgment of a Building Application where the value (labour and materials) exceeds \$150,000. The payment of this fee is to be made at any Australia Post Office or online at [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au).
7. **Change of Classification.** Where an application is made to change the classification of a building to one of another classification e.g.. Class 10 (shed) to a Class 1a (dwelling), the new building must be designed and altered to comply with the *Building Regulation 2006* and the *Building Code of Australia* including all the referenced Australian Standards therein. Some concessions apply for existing buildings and in these cases the Applicant should consult with Council's Building Surveyor.
8. **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 2.1 AS4055-2006). 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).
9. **Energy efficiency** – The North Burnett region is located within **Zone 3** in relation to the energy efficiency requirements of Part 3.12 of the *Building Code of Australia* (BCA) and *Queensland Development Code* (QDC) MP4.1 (sustainable buildings).
10. **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 Form 2.
11. **QBCC Insurance** – other than for Owner Builders, proof of payment of Queensland Building Construction Commission (QBCC) statutory insurance scheme must be provided at the time of lodgment of the application, where the value of the building works exceeds \$3,300.



# NEED AN OWNER BUILDER PERMIT?

The following information will assist with how to apply to the Queensland Building and Construction Commission (QBCC) for an owner builder 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 and 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](http://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.



Building can be confusing—obtain appropriate help

# GENERAL INFORMATION

## 1. COMPLIANCE FOR CLASS 10a BUILDINGS

Class 10a buildings are to comply with the North Burnett Regional 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. 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 *Planning Act 2016*; or
- (b) Other than in accordance with the approved plans, specifications and conditions as imposed by the local authority;

a notice pursuant to the *Planning Act 2016 / 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, 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 within 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

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

Your building application is assessed using the Development Assessment Rules. This system is **MANDATORY** for all local authorities to follow in assessing any type of development application. It is part of the *Planning Act 2016*, which is State Government legislation.

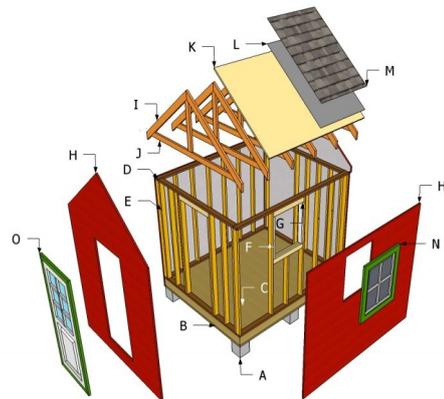
Your BUILDING APPLICATION will be approved based on a number of matters such as:

- 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 Development Assessment Rules.

Council will follow the Development Assessment Rules process as follows:

1. You will submit your application with the necessary plans, application and statutory fees.
2. Council will check the application to determine if it is properly made and if so accept it. If it is not properly made you will be issued with an action notice and the stated items will need to be submitted. Council has 10 business days to issue this notice. The applicant has 20 business days to respond and lodge the required documentation otherwise your application will be deemed not properly made and will be returned to the applicant with 80% of the paid fees. 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 and the information that has been submitted is sufficient for the application to be assessed by our Building Surveyors, Council has **35 business days** from the day it is accepted as a properly made application to make a decision. Provided there are no issues with the application **it should be approved within 35 business days** of being submitted.

4. If the application is deemed to be properly made application and assessment commences, but during this assessment further information is required, a request for information notice can be issued to the applicant. Council has **10 working days** from when the application is accepted to issue an Information Request. The assessment period pauses until the applicant has responded to the Information Request. The applicant has three (3) months to do so. If this time lapses and the applicant has not responded, Council will continue to assess the application, but it is extremely likely that the building application will NOT be approved. Once the information request has been satisfactorily responded to, the clock starts ticking again on the decision making period. Council has 35 business days less any time initially taken to issue the information request to the applicant to issue the decision notice.



**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.

# 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

## 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)

## Floor Plan(s)

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

## Structural

- Referenced sections and details
- Footings and slabs
- Roof construction
- Retaining wall construction
- Certificate of design if relevant (Form 15)
- Footpath crossover -if relevant. (to Council's detail u.n.o.)

## 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

## Still need help?

This information sheet summarises the key matters to consider for people considering carrying out dwelling building work. The process and legal aspects relating to property and development can be complex and confusing. Council's development services staff may be able to help.

Sometimes however it may be advisable for you to obtain your own professional help from a qualified practitioner such as a Building Designer, Architect, Engineer, Surveyor, or Town Planner.

## Contact Us

Give us a call for more information about making an application.

### North Burnett Regional Council

PO Box 390

Gayndah QLD 4625

1300 696 272

admin@northburnett.qld.gov.au

Visit us at: [www.northburnett.qld.gov.au](http://www.northburnett.qld.gov.au)

## CONSULTANTS

The following is a list of consultants who have worked or are currently doing work in the North Burnett Region. Other consultants may be found online or in yellow pages business directory.

**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. Core Architects  
HERVEY BAY QLD 4655  
Ph: 4128 4466
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 Design Group  
HERVEY BAY QLD 4655  
Ph: 4191 4115 M: 0419758956
3. Michael Russell Building Design  
MARYBOROUGH QLD 4650  
Ph: 4123 3654 Fax: 4123 5554
4. John Poulsen Building Design  
BUNDABERG QLD 4670  
Ph: 0427 593 682
5. John Gatley Building Designs  
BUNDABERG QLD 4670  
Ph: 4153 1183 Fax: 4152 3958
6. Greg Pershouse & Assoc Pty Ltd  
BUNDABERG QLD 4670  
Ph: 4151 8350
7. TR & SL Roper Drafting  
CHILDERS QLD 4660  
Ph: 4126 3110 M: 0412786330
8. Megan Maher Computer Drafting  
MARYBOROUGH QLD 4650  
Ph: 4122 3674
9. Hervey Bay Design Group  
HERVEY BAY QLD 4655  
Ph: 4124 1561
10. Bespoke Building Design  
HERVEY BAY QLD 4650  
PH: 4128 9065 M: 0408 150 676

### HYDRAULICS CONSULTANTS

1. Water Wise Design  
TORQUAY QLD 4655  
Ph: 4125 3510 M: 0416062487
2. Lees Consulting  
WARANA QLD 4575  
Ph: 5437 7660
3. Coastal Wastewater Specialists  
HERVEY BAY QLD 4655  
Ph: 4128 8019 M: 0400 497 166
4. Engage Consulting Engineers  
MARYBOROUGH QLD 4650  
Ph: 4121 4344
5. Enviro Water Design  
HERVEY BAY QLD 4655  
M: 0427 287 600
6. Trevor Endres  
MARYBOROUGH QLD 4650  
Ph: 4123 5973

### SOIL TESTERS

1. Wide Bay Geotechnical Services  
PIALBA QLD 4655  
Ph: 4124 3677 Fax: 4128 3284
2. DIRTS (QLD) P/L  
URANGAN QLD 4655  
Ph: 4125 4862
3. CM Testing Service  
WEST BUNDABERG QLD 4670  
Ph: 4152 7644
4. CQ Soil Testing  
ROCKHAMPTON QLD 4701  
Ph: 4936 1163

### ENERGY EFFICIENCY CONSULTANTS

1. McCutcheon MacDonald  
HERVEY BAY QLD 4655  
Ph: 4124 2454
2. Q-Bears  
CHINCHILLA QLD 4413  
Ph: 1300 304 313
3. Anderson Energy Efficiency  
MOUNT GRAVATT QLD 4151  
Ph: 3420 5083
4. Rebecca Hunt  
BARGARA QLD 4670  
M: 0418 980 465
5. Zoran and Nada Jovanovic  
SINNAMON PARK 4073  
Ph: 3376 4319 M: 0411 801 605

### **ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)**

1. Tony Wright Building Design  
SCARNESS QLD 4655  
M: 0429 859 596
2. Brandon & Associates  
CHINCHILLA QLD 4413  
Ph: 4668 9351
3. Engage 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 & Associates  
BUNDABERG QLD 4670  
Ph: 4152 9822 Fax: 4152 4114
6. Cardno  
PIALBA QLD 4655  
Ph: 4124 5455
7. Engineers Plus  
HERVEY BAY QLD 4655  
Ph: 4128 3955

### **FIRE DESIGN ENGINEERS**

1. Ferm Engineering  
SALISBURY QLD 4107  
Ph: 3277 6314
2. Chris Odgers  
STRATHPINE QLD 4500  
Ph: 3205 2370 M: 0409 267 075

### **ELECTRICAL/MECHANICAL ENGINEERS**

1. McCutcheon MacDonald  
HERVEY BAY QLD 4655  
Ph: 4124 2454 Fax: 4124 2323
2. Cushway Blackford & Assoc PtyLtd  
WOOLOONGABBA  
Ph: 3896 1100
3. Ashburner Francis Consulting Engineers  
WEST END QLD  
Ph: 3510 8888 Fax: 3510 8899
4. EMF Griffiths  
FORTITUDE VALLEY QLD 4006  
Ph: 3254 2788 Fax: 3254 2799

### **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 Fax: 4152 4114
4. Urban Planet Town Planning  
Consultants  
HERVEY BAY QLD 4655  
Ph: 4128 2888

### **SURVEYORS**

1. JB Serisier & Associates  
MUNDUBBERA QLD 4625  
Ph: 4165 4468
2. Wayne Say & Associates Pty Ltd  
CHILDERS QLD 4660  
Ph: 4126 2555
3. O'Reilly, Nunn, Favier  
KINGAROY QLD 4610  
Ph: 4162 2647

# 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 (Qleave) 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 LODGEMENT |   | APPLICANT CHECK | COUNCIL CHECK |
|--------------------------------------|---|-----------------|---------------|
| 1.                                   | Development Assessment form 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 and building sustainability details in accordance with the BCA and QDC MP4.1.   |                 |               |
| 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 1.09 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. ( <i>if required</i> )   |                 |               |
| 19.                                  | Completed Plumbing and Drainage Application forms. ( <i>if required</i> )   |                 |               |
| 20.                                  | Three (3) Plumbing/Drainage Plans. ( <i>if required</i> )   |                 |               |
| 21.                                  | Portable Long Service Leave Levy (Qleave) receipt sighted. (Projects valued at \$150,000 or more).  |                 |               |