

NORTH BURNETT REGIONAL

Building Information

A Guide to Building Commercial Buildings

Class 2 to 9

Info Sheet

4

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

Buildings are classified as follows:

Class 2: a building containing 2 or more sole-occupancy units each being a separate dwelling.

Class 3: a residential building, other than a building Class 1 or 2, which is a common place long term or transient living for a number of unrelated persons, including –

- a) a boarding-house, guest house, hostel, lodging-house or backpackers accommodation; or
- b) a residential part of an hotel or motel; or
- c) a residential part of a school; or
- d) accommodation for the aged, children or people with disabilities; or
- e) a residential part of a health-care building which accommodates members of staff; or
- f) a residential part of a detention centre.

Class 4: a dwelling in a building that is Class 5,6,7,8 or 9 if it is the only dwelling in the building.

Class 5: an office building used for professional or commercial purposes, excluding buildings of Class 6,7,8 or 9.

Class 6: a shop or other building used for the sale of goods by retail or the supply of services direct to the public, including –

- a) an eating room, café, restaurant, milk or soft-drink bar; or
- b) a dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel; or
- c) a hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
- d) market or sale room, showroom, or service station.

Class 7: a building which is –

- a) **Class 7a** - a carpark; or
- b) **Class 7b** - for storage, or display of goods or produce for sale by wholesale.

Class 8: a laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.

Class 9: a building of a public nature –

- a) **Class 9a** – a health-care building; including those parts of the building set aside as a laboratory; or
- b) **Class 9b** – an assembly building; including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another Class: or
- c) **Class 9c** – An aged care building.

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.
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 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. Attached is a list of consultants known to service the North Burnett region

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.

Application where the value (labour and materials)

Proof of Payment of Portable Long Service Leave Levy (Qleave) Receipt is required at the time of Lodgement of a Building exceeds \$80,000. The payment of this fee is to be made at any Australia Post Office or online at www.qleave.qld.gov.au.

Change of Classification. Where an application is made to change the Classification of a Building to one of another Classification eg. Class 6 (shop) to a 5 (office), 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 exist for buildings constructed prior to 14 April 1993 and in these cases the Applicant should consult with Council's Building Surveyor.

SAA Wind Loading Code AS 1170 - Part 2 Wind Forces. The North Burnett Region is geographically located within 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).

Energy efficiency – The North Burnett Region is located within **Zone 3** in relation to the energy efficiency requirements of the Building Code of Australia.

GENERAL INFORMATION

REQUIREMENTS FOR CLASS 2 TO 9 BUILDINGS

Class 2 to 9 buildings are to comply with the North Burnett Regional Planning Scheme, the *Building Act 1975*, the *Building Regulation 2006*, Volume 1 of the Building Code of Australia and all referenced Australian Standards contained therein.

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

Without an approval as required by the *Planning Act 2016*; or

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.

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.

CONTAMINATION OF LAND ACT 1991

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.

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 be identified.

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 Classification 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.

APPLICATION LODGEMENT CHECKLIST

CLASS 2 TO 9 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.

MANDATORY DOCUMENTATION AT LODGMENT		APPLICANTS CHECK	COUNCIL'S CHECK
1.	DA Form 2 completed and other, if required		
2.	Relevant local authority application fee.		
3.	Portable Long Service Leave Levy (Qleave) receipt sighted. (Projects valued at \$80,000 or more).		
4.	Three copies of the Site Plan with contours, landscaping and civil work.		
5.	Three copies of each level of floor plan.		
6.	Three copies of Architectural Details (refer attached & Guide)		
7.	Three copies of Landscape Plan		
8.	Three copies of Structural Details		
9.	Three copies of Civil Work Details		
10.	Three copies of Mechanical Details		
11.	Three copies of Electrical Details		
12.	Three copies of Hydraulic Details		
13.	Three copies of Stormwater Details		
14.	Hydraulics Engineer Design Certificate (Form 15)		
15.	Mechanical Engineer Design Certificate (Form 15)		
16.	Electrical Engineer Design Certificate (Form 15)		
17.	Structural Engineer Design Certificate (Form 15)		
18.	Special Fire Services Engineer Design Certificate (Form 15)		
19.	Three copies of elevations		
20.	Three copies of Energy Efficiency requirements in accordance with the Building Code of Australia.		
21.	Three copies of structural details describing the method of construction.		
22.	Engineers Design Certification 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.		
23.	Two (2) copies of the Soil Investigation/ Classification Report and Recommendations		
24.	Three copies of footing/slab design.		
25.	Retaining wall details (if greater than 1m high – Engineer Certified)		
26.	Three (3) copies of Percolation Test Report and Effluent Design.		
27.	Completed Plumbing and Drainage Application forms		
28.	Three (3) Plumbing/Drainage Plans		

Note:

1. Location of fire hose reels, hydrants etc to be nominated on Architectural Plans.
2. Extra sets of Architectural Plans including location of any Special Fire Services to be submitted if approval by the Commissioner of Fire Services is required. Similarly extra copies where planning and other referral agency approvals are required.
3. All drawings and details are to be drafted in accordance with Australian Standards in respect of presentation and symbols used.

MINIMUM LEVEL OF REQUIRED DETAILS

Site Plan

- Address
- Real Property Description and site area
- Road/Street names and access points (type and width including driveways)
- Boundary dimensions, bearings and easements
- North point
- Boundary clearances, setback dimensions and adjoining structures within 1.5m of boundary
- Contours
- Location and type of retaining walls and/or soil restraint (if any)
- Platform RL's (proposed Site RL's) and finished levels
- Sewer connections (if any)
- Any street services in front of the property which may be relevant to the Development Permit ie gullies, electricity poles
- Electrical transformers and substations
- Access restriction strips, street islands etc
- Hydrant locations (if any)
- Location/siting of buildings and their intended uses
- Carparking areas (dimensions of bays, line marking, signposting, disabled bay, wheel stops and carpark surfacing)
- Pedestrian footpath (including pram ramps if necessary)
- Refuse collection areas and screening details of any open storage
- GFA of existing and proposed buildings
- Location and screening of gas cylinders and electrical transformer sub-station

Floor Plan(s)

- Plans
- Entrance to building and access for persons with disabilities
- Disabled toilet details
- Room names and details of tenancy type
- Dimensions
- Indicate wall construction
- Window location and size
- Design Wind Velocity and bracing requirements
- Location of fire hose reels, fire extinguishers (nominate type), internal fire hydrants (if any)
- Roof plans with gutters and downpipes
- Floor finishes
- Construction materials including finish treatments, ie painting
- Privacy screens between unit balconies (on multi-residential developments)

Energy Efficiency

- Building fabric
- External glazing
- Building sealing
- Air movement
- Air-Conditioning and ventilating systems
- Artificial lighting and power
- Hot water supply
- Access for maintenance

Elevations and Sections of Buildings

- All elevations showing facades
- Heights
- Roof pitch
- Roof materials
- External claddings
- Doors and windows
- Correct ground lines including cut and fill
- Overhang dimensions
- Construction details
- Termite treatment (shown at Sections)

Landscape Plans (separate from site plan)

- Carparking (including disabled)
- Fencing details
- Retaining wall details (if any)
- Planting schedule and plan
- Paving and driveway details and construction and finishes
- Signage
- Garbage bin storage areas
- Sprinkler systems (irrigation)
- Work on footpath or outside site
- Noise barrier fencing
- Access to site
- Location of building/s and any other improvements
- Location and extent of gardens and turfed areas
- Footpath layout
- Kerbs and protection barriers

A plan is a document that should contain sufficient information enable a full assessment to be made, and presented in such a way that it is possible to construct the building or structure from it. Council's Certifiers may request plans and documents be redesigned by relevant professionals in the areas of design if it is determined these documents are insufficient.

NOTE: Each drawing is to have job, page number, title of drawing and original signature of author License details / number of author

Mechanical

Floor plan outline indicating air condition details, and details of any special fire services required, e.g. smoke and/or heat control and/or management (show location of control panel where required). Certificate of Design. (Form 15)

Electrical

Floor Plan outline indicating lighting, power, switchboards. Exit signs, emergency lighting, manual call points, and indicator panels. Show location of control panel where required. Design Certificate (Form 15).

Structural

- Plans, elevations, sections and details
- Footings
- Slabs and columns
- Walls - details of structural walls, fire rated walls, floors, roofs, footings, columns
- Roof
- Retaining walls
- Tanking (where required)
- Carparking slabs
- Asphaltic concrete areas
- Tilt slab details and connections
- Certificate of design (Form 15)
- Footpath crossover and industrial crossing (to Council's detail u.n.o.)

Hydraulics

- Drainage site plan - incorporating existing work, Council connection points
- Floor plan outline showing plumbing and drainage
- Domestic water supply
- Fire service - hose reels, internal and external hydrants
- Certification of design (Form 15)
- All details required by Plumbing Inspector, plus hydraulics information related to fire services.

Stormwater (and Civil Works)

- Site plan locating stormwater lines, downpipes, carparking areas showing falls to gullies, courtyard paving and gullies, seepage drains. Large projects to have certification of design.
- Location of pits, surface and invert levels, falls of paved areas, site and location of stormwater lines. Discharge of stormwater lines and construction of driveways, with of driveways.

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

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.

NOTE: Your application may require other approvals, for example assessment against the North Burnett Planning Scheme, Qld Fire and Emergency Services or the Departments of Environment and Heritage Protection, Transport and Main Roads, Natural Resources, Mines and Energy etc.

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
3. Michael Russell Design and Drafting
MARYBOROUGH QLD 4650
Ph: 4123 3654 Fax: 4123 5554
4. John Poulsen Building Design & Drafting
BUNDABERG QLD 4670
Ph: 0427 593 682
5. John Gately Building Design
BUNDABERG QLD 4670
Ph: 4153 1183 Fax: 4152 3958
6. Greg Pershouse & Assoc P/L
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

HYDRAULICS CONSULTANTS

1. Water Wise Design
TORQUAY QLD 4655
Ph: 4125 3510 M: 0416062487
2. Lees Consulting
WARANA QLD 4575
Ph: 5437 7660
3. Coast Wide Plan & Design Service
BURRUM HEADS QLD 4610
Ph: 4129 0203
4. Holmes McLeod / Engage Engineers
MARYBOROUGH 4650
Ph: 4121 4344
5. Enviro Water Design
HERVEY BAY QLD 4655
Ph: 4128 8336
6. Trevor Endres
MARYBOROUGH QLD 4650
Ph: 4123 5973

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
M: 0419 754 598
3. CM Testing Service
WEST BUNDABERG 4670
Ph: 4152 7644
Fax: 4152 1405
4. CQ Soil Testing
ROCKHAMPTON 4701
Ph: 4936 1163

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:
1300307331
3. Clyde Anderson Pty Ltd
COORPAROO QLD 4151
Ph: 3394 2886 Fax: 3394 1939
4. Rebecca Hunt
BARGARA QLD 4670
M: 0418 980 465
5. Z & N Jovanovic
MT OMMANEY Q 4074
Ph: 3376 4319 M: 0411 801 605

ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)

1. Tony Wright Building Design
SCARNESS QLD 4655
M: 0429 859 596
2. GJ Brandon & Assoc P/L
CHINCHILLA QLD 4413
Ph: 4668 9351
3. Holmes McLeod 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 & Assoc P/L
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 Pty Ltd
SALISBURY QLD 4107
Ph: 3274 5900
2. Chris Odgers
BRAY PARK 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 Pty Ltd
WOOLOONGABBA
Ph: 3896 1100
3. Ashburner Francis
WEST END QLD
Ph: 3510 8888 Fax: 3510 8899
4. EMF Griffiths
BRISBANE 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
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

Contact Us

Please don't hesitate to contact Council's Development Services Department should you require more information about making an application.

Mailing Address: PO Box 390, Gayndah 4625

Phone: 1300 696 272

Email: admin@northburnett.qld.gov.au

Website: www.northburnett.qld.gov.au

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.