

COASTAL BUILDING APPROVAL SERVICE

Commitment to Customer Satisfaction and Quality Service

LODGEMENT CHECKSHEET

CBAS ___/___

BUILDING WORK - Class 1 - Dwellings

Local Government Area _____ Date Lodged ____/____/____
 Type of Building Work _____
 Applicant _____ Phone Number _____
 Site Address _____ Lot _____ on _____
 _____ Lot Size _____ Ha/m²
 Email Address _____ Floor Area _____ m²

IDAS & OTHER: (for more information please refer to 'A Guide for Building Work Applications')

Forms & Documents	
<input type="checkbox"/> Signed CBAS <i>Engagement and Fee Agreement</i> <input type="checkbox"/> Fees paid Building Forms <input type="checkbox"/> 'Application Details - IDAS Form 1' - Must be completed in FULL <input type="checkbox"/> 'Building Work - IDAS Form 2' - Must be completed in FULL	
<input type="checkbox"/> Plumbing Forms, etc (if applicable) (See also "Council Plumbing Application Plans") <input type="checkbox"/> Plumbing Form 1 - Compliance Assessment (if applicable) - Must be completed in FULL <input type="checkbox"/> Plumbing Form 2 - Plumbing & Drainage (if applicable) - Must be completed in FULL <input type="checkbox"/> Application for an Onsite Sewerage Facility or Onsite Sewerage Facility Details <input type="checkbox"/> Onsite sewerage Investigation Report / Percolation Report (if applicable) <input type="checkbox"/> Copy of As-Constructed 'Sewer Plan' - (Available from Council) (if applicable)	
<input type="checkbox"/> Department of Natural Resources and Water <input type="checkbox"/> Copy of Registered Survey Plan - (ALL pages) (CBAS can provide for a fee) <input type="checkbox"/> Copy of 'Title Search & Registered Easements' - (ALL pages) (CBAS can provide for a fee)	
<input type="checkbox"/> Copy of BSA "Confirmation of Insurance" All insurable work over \$3,300 (including GST) must take out BSA insurance when working directly for domestic consumers. <input type="checkbox"/> Copy of Q Leave Notification & Payment Form For proposed work \$80,000 or more. (From Australia Post) <input type="checkbox"/> Copy of BSA Owner Builder License (if applicable) All work over \$11,000 (including GST)	
<input type="checkbox"/> Previous Approvals (if applicable) <input type="checkbox"/> MCU - Material Change of Use (flood, etc) <input type="checkbox"/> Operational Works <input type="checkbox"/> Reconfiguration of a Lot <input type="checkbox"/> Siting Variation <input type="checkbox"/> Covenant Approval <input type="checkbox"/> Landscaping Plans <input type="checkbox"/> Building Envelope Approval (sub-division) <input type="checkbox"/> Minor Works - Driveway <input type="checkbox"/> Sewered Sites - Mackay Regional Council Plumbing Approval - Septic	(1 Complete Copy of including stamped approved plans) (Council Town Planning approvals pertaining to the lot)



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Building Application Documents

Building Act 1975, Clause 25

The documents must demonstrate that the building work will comply with the Building Act & Town Plan

	<p>1 Set of Designer Plans (Minimum - A3 size) or Electronic Lodgement (Must be prepared and drawn by a BSA Licensed Building Designer, Licensed Builder (his own plans) or architect.)</p> <p>Please Note: BSA have advised that RPEQ Engineers are not permitted to prepare architectural drawings unless they are BSA Licensed Building Designer, however the RPEQ engineer can prepare the engineering component.</p> <ul style="list-style-type: none"><input type="checkbox"/> Schedule of Drawings on the Cover Sheet<input type="checkbox"/> Site Plan (Including contours at AHD) (see 'Guide for building work applications - Dwellings' for more details) Site Plan must include location of sewer and or water line, man hole and sewer and or water line depth, easements, retaining walls, etc<input type="checkbox"/> Driveway and crossover design and construction detail plan - (if applicable)<input type="checkbox"/> Slab Setout Plan – (finished slab level to AHD must be shown)<input type="checkbox"/> Proposed Floor Plan (Including location of doors, windows, etc)<input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)<input type="checkbox"/> Elevations Views - (Minimum of 4 elevations for new buildings and all exposed elevations for alterations and/or additions.)<input type="checkbox"/> Cross Sectional Views - (Minimum of 2 cross sectional views and include ceiling height, roof pitch, overhangs, floor frame, roof and wall framing, size of framing & type, etc.)<input type="checkbox"/> Framing Setout Plan<input type="checkbox"/> Wall To Truss Connection Detail Plan<input type="checkbox"/> Wall And Roof Framing Detail Plan<input type="checkbox"/> Stair & Balustrade Construction Detail Plan and notation<input type="checkbox"/> Window Schedule or nominated on the plans (Compliance with BCA, AS1288, AS2047 and AS/NZS 2208)<input type="checkbox"/> Water Proofing Plan and Details (Shower, shower floor details at the door way, etc)<input type="checkbox"/> Electrical Plan / Floor Plan (BCA Lighting, Smoke, Fan, Exhaust Fans, etc requirements)<input type="checkbox"/> Termite Protection details shown on the plans<input type="checkbox"/> Construction Detail Notes detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans.<input type="checkbox"/> For more details refer to 'Fact Sheet 1' 'Guide for building work applications - Dwellings'
	<p>1 Set of Hydraulic Plans (Min - A3) or Electronic</p> <ul style="list-style-type: none"><input type="checkbox"/> Site Plan - showing Stormwater Design and ground levels at AHD<input type="checkbox"/> Water supply connection point to be shown on the plans including to the rain water tank<input type="checkbox"/> Roof Drainage Plan including downpipes & location (BCA 3.5.2 and AS3500.3 and AS3500.5)<input type="checkbox"/> Storm-water (SW) Drainage System Details (including number & size of SW pipes)<input type="checkbox"/> Air Conditioning Unit's Drainage System details shown on the plans<input type="checkbox"/> Rain Water tank connection details to dwelling (yard taps, etc) - (QDC-MP 4.2 - WATER SAVINGS TARGETS)<input type="checkbox"/> Rain Water Overflow Connection to legal point of discharge<input type="checkbox"/> Rain Water tank support (Rectification of Building Work Policy - BSA)

	<p>1 Set of Engineering Structural Plans (Min - A3) or Electronic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Geo-technical Soil Report - (Including Slope Stability and acid sulphate requirements - if applicable) - (signed by RPEQ Engineer or BSA Licensed Geo-tech person) <input type="checkbox"/> Form 15 'Design Compliance Certificate' - (signed by RPEQ Engineer. Must reference Geo-technical Soil Report, and be site specific) (original signed copy) (Can be supplied by the building designer) <input type="checkbox"/> Footing and Slab Design (Can be completed by the building designer) <input type="checkbox"/> Structural Framing Details and notation (Timber, Timber Floor, etc) shown on the plans. <input type="checkbox"/> Wall Reinforcement and Bond beam Details for Masonry Block work - (if applicable) <input type="checkbox"/> Bracing Plan and Tie-Down Schedule (Including wind calculations) shown on the plans. <input type="checkbox"/> Timber Framing Schedule shown on the plans. <input type="checkbox"/> Truss Layout Plan. <input type="checkbox"/> Truss Reaction Report (Computations) / Truss Design Criteria (Complete) (uplift values (kN) etc) <p>Note: For a 10 day turn around the Engineering Structural plans & Details MUST be covered by the Engineer's Form 15 and referenced accordingly.</p>
<p>Supporting Documents Building Act 1975, Clause 25</p> <p>Each supporting document must demonstrate that the building work will comply with the Building Act.</p>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Energy Efficiency Details - (BCA Deemed to Satisfy or BERS, AccuRate, FirstRate or BCA approved software) <input type="checkbox"/> Energy Efficiency Approved Verification Assessment Report (Must be complete report - including endorsed plans) <input type="checkbox"/> Form 15 'Design Compliance Certificate' - Energy Efficiency Details <input type="checkbox"/> Wall Energy Efficiency Detail Plan (batten out for insulation, etc) <i>(if applicable)</i> <input type="checkbox"/> Insulation Certificate from the manufacturer showing compliance with the BCA. (CodeMark Certificate of Conformity) (Must be supplied) <input type="checkbox"/> Bushfire Prone Area Details (Assessment report, etc) <i>(if applicable)</i> <input type="checkbox"/> QDC - Sustainable Building Requirements Form - completed <input type="checkbox"/> Min Floor level AHD - Flood level - (Available from Council) <i>(if applicable)</i>
<p>Council Plumbing Application Plans (if applicable)</p>	
	<p>1 Set of Plumbing Plans (Minimum - A3 size) or Electronic Lodgement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan - showing Stormwater Design and ground levels at AHD <input type="checkbox"/> Floor Plan showing location of plumbing and drainage. <i>(under slab and or under floor design, including slab height & lowest fixture point AHD and at the ORG location)</i> <input type="checkbox"/> Water supply connection point to be shown on the plans <input type="checkbox"/> Sewerage system connection point to be shown on the plans <input type="checkbox"/> Location of backflow prevention devices (if applicable) Location of ORG <input type="checkbox"/> Location and depth of all below ground water supply pipes and sanitary drainage pipes <input type="checkbox"/> All plans to be signed by the plumber along with their name and registration / license number on each page of the plans <input type="checkbox"/> Onsite Sewerage Facility Details - <i>(if applicable)</i>