

COASTAL BUILDING APPROVAL SERVICE

Commitment to Customer Satisfaction and Quality Service

LODGEMENT CHECKSHEET

CBAS ___/___

BUILDING WORK - Class 10a - Shed / Garage (only)

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 - (if applicable) <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)



Postal Address
 P.O. Box 5503
 Mackay MC Qld 4741

PHONE (07) 4942 0266
 FAX (07) 4942 0277
 E-MAIL admin@ccbldingapproval.com.au
 WEB SITE www.ccbldingapproval.com.au

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</p> <p>(Must be prepared and drawn by a BSA Licensed Building Designer or Licensed Builder (his own plans))</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"/> Site Plan (Including contours at AHD for a distance of 5 metres around the proposed shed/garage building site) (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 - (if applicable)<input type="checkbox"/> Proposed Floor Plan (Including location of doors, windows, etc) - (if applicable)<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 - (if applicable)<input type="checkbox"/> Stair & Balustrade Construction Detail Plan and notation - (if applicable)<input type="checkbox"/> Window Schedule or nominated on the plans - (if applicable)<input type="checkbox"/> Water Proofing Plan and Details (Shower, shower floor details at the door way, etc) - (if applicable)<input type="checkbox"/> Termite Protection details shown on the plans - (if applicable)<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 – Sheds, Garages, Carports, Shade Sails or A Like'
	<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) - (if applicable)<input type="checkbox"/> Form 15 'Design Compliance Certificate' - (signed by RPEQ Engineer. Must 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. - (if applicable)<input type="checkbox"/> Timber Framing Schedule shown on the plans. - (if applicable)<input type="checkbox"/> Truss Layout Plan. - (if applicable)<input type="checkbox"/> Truss Reaction Report (Computations) / Truss Design Criteria (Complete) (uplift values (kN) etc) - (if applicable)

Supporting Documents (if applicable) Building Act 1975, Clause 25

Each supporting document must demonstrate that the building work will comply with the Building Act.

- Energy Efficiency** Details - (BCA Deemed to Satisfy or BERS, AccuRate, FirstRate or BCA approved software) - *(if applicable)*
- Energy Efficiency** Approved Verification Assessment Report (Must be complete report - including endorsed plans) - *(if applicable)*
- Form 15 'Design Compliance Certificate' - Energy Efficiency Details - *(if applicable)*
- Wall Energy Efficiency Detail Plan (batten out for insulation, etc) *(if applicable)*
- Insulation Certificate** from the manufacturer showing compliance with the BCA. (CodeMark Certificate of Conformity) (Must be supplied) - *(if applicable)*
- Bushfire** Prone Area Details (Assessment report, etc) *(if applicable)*
- QDC - Sustainable Building** Requirements Form - completed - *(if applicable)*
- Min Floor level AHD - **Flood level** - (Available from Council) *(if applicable)*

Council Plumbing Application Plans (if applicable)

- 1 Set of **Plumbing Plans** (Minimum - A3 size) or **Electronic Lodgement**
- Site Plan** - showing Stormwater Design and ground levels at AHD
 - Floor Plan** showing location of plumbing and drainage. *(under slab and or under floor design, including slab height & lowest fixture point AHD and at the ORG location)*
 - Water supply** connection point to be shown on the plans
 - Sewerage system** connection point to be shown on the plans
 - Location of **backflow prevention devices** (if applicable) Location of ORG
 - Location and depth of all below ground **water supply pipes and sanitary drainage pipes**
 - All plans to be **signed by the plumber** along with their name and registration / license number on each page of the plans
 - Onsite Sewerage Facility Details - *(if applicable)*