

# COASTAL BUILDING APPROVAL SERVICE

Commitment to Customer Satisfaction and Quality Service

## LODGEMENT CHECKSHEET

CBAS \_\_\_/\_\_\_/\_\_\_

### BUILDING WORK - Class 10a - Carports, Sails, or A Like

Local Government Area \_\_\_\_\_ Date Lodged \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Type of Building Work \_\_\_\_\_  
 Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Site Address \_\_\_\_\_ Lot \_\_\_\_\_ on \_\_\_\_\_  
 \_\_\_\_\_ Lot Size \_\_\_\_\_ Ha/m<sup>2</sup>  
 Email Address \_\_\_\_\_ Floor Area \_\_\_\_\_ m<sup>2</sup>

**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 <b>Building Forms</b> <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	
<b>Department of Natural Resources and Water</b> <input type="checkbox"/> Copy of Registered Survey Plan - ( <b>ALL</b> pages) (CBAS can provide for a fee) <input type="checkbox"/> Copy of 'Title Search & Registered Easements' - ( <b>ALL</b> pages) (CBAS can provide for a fee)	
<input type="checkbox"/> Copy of BSA " <b>Confirmation of Insurance</b> " - ( <i>if applicable</i> ) All insurable work over \$3,300 (including GST) must take out BSA insurance when working directly for domestic consumers. <input type="checkbox"/> Copy of <b>Q Leave</b> Notification & Payment Form - ( <i>if applicable</i> ) <input type="checkbox"/> Copy of BSA Owner Builder License - ( <i>if applicable</i> ) All work over \$11,000 (including GST)	
<b>Previous Approvals (if applicable)</b> <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 <b>Designer Plans</b> (Minimum - A3 size) or <b>Electronic Lodgement</b></p> <p>(Must be prepared and drawn by a BSA Licensed Building Designer or Licensed Builder (his own plans))</p> <p><b>Please Note:</b> BSA have advised that RPEQ Engineers are not permitted to prepare architectural drawings unless they are BSA Licensed Building Designer, <b>however the RPEQ engineer can prepare the engineering component.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plan</b> (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)</li><li><input type="checkbox"/> <b>Proposed Floor Plan</b> (Including location of doors, windows, etc) - (if applicable)</li><li><input type="checkbox"/> Existing Floor Plan (Including location of doors, windows, etc) - (if applicable)</li><li><input type="checkbox"/> <b>Elevations Views</b> - (Minimum of 3 elevations for new buildings and all exposed elevations for alterations and/or additions.)</li><li><input type="checkbox"/> <b>Cross Sectional Views</b> - (Minimum of 2 cross sectional views and include ceiling height, roof pitch, overhangs, floor frame, roof and wall framing, size of framing &amp; type, etc.)</li><li><input type="checkbox"/> <b>Framing Setout Plan</b> - (if applicable)</li><li><input type="checkbox"/> <b>Termite Protection</b> details shown on the plans - (if applicable)</li><li><input type="checkbox"/> <b>Construction Detail Notes</b> detailing the standard of workmanship. Note: required where information is not sufficiently documented and detailed on the plans.</li><li><input type="checkbox"/> <b>For more details refer to 'Fact Sheet 1' 'Guide for building work applications – Sheds, Garages, Carports, Shade Sails or A Like'</b></li></ul>
	<p>1 Set of <b>Engineering Structural Plans</b> (Min - A3) or <b>Electronic</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Geo-technical Soil Report</b> - (Including Slope Stability and acid sulphate requirements - if applicable) - (signed by RPEQ Engineer or BSA Licensed Geo-tech person) - (if applicable)</li><li><input type="checkbox"/> <b>Form 15 'Design Compliance Certificate'</b> - (signed by RPEQ Engineer. Must be site specific) (original signed copy)</li><li><input type="checkbox"/> <b>Footing and Slab (if applicable) Design</b></li><li><input type="checkbox"/> <b>Structural Framing Details and notation</b> (Timber, Timber Floor, etc) shown on the plans.</li><li><input type="checkbox"/> <b>Wall Reinforcement</b> - (if applicable)</li><li><input type="checkbox"/> <b>Bracing Plan and Tie-Down Schedule</b> (Including wind calculations) shown on the plans. - (if applicable)</li><li><input type="checkbox"/> <b>Timber Framing Schedule</b> shown on the plans. - (if applicable)</li><li><input type="checkbox"/> <b>Truss Layout Plan.</b> - (if applicable)</li><li><input type="checkbox"/> <b>Truss Reaction Report</b> (Computations) / <b>Truss Design Criteria</b> (Complete) (uplift values (kN) etc) - (if applicable)</li></ul>