

Building Application Pack

Application Information

This information is designed to assist you with the preparation of the required documentation for a building application so it can be assessed by Burdekin Shire Council in a timely manner. Please note applications missing essential information and/or fees will trigger an action notice for a not properly made application, which will create delays in the assessment process.

Application Checklist

<input type="checkbox"/> DA Form 2 – Building Work Details (The link for this form can be found under the “Building” section of Council’s website. www.burdekin.qld.gov.au)	<input type="checkbox"/> Additional Information Form (Mandatory)
<input type="checkbox"/> Signed Copy of the Builders QBCC Licence (Mandatory)	<input type="checkbox"/> Q Leave (If Applicable)
<input type="checkbox"/> Referral Checklist for Building Work (If Applicable)	<input type="checkbox"/> Owner Builder Number (If Applicable)
<input type="checkbox"/> Engineering and Architectural Plans (Including Form 15 Certificate)	<input type="checkbox"/> Soil Test Report (If Applicable)
<input type="checkbox"/> QBCC Insurance Notification (If Applicable)	<input type="checkbox"/> Payment of Fees (We are happy to assist you in confirming the fees required for your application)
<input type="checkbox"/> Siting Concession Approval (If Applicable)	<input type="checkbox"/> Site Plan (Mandatory)
<input type="checkbox"/> Q100 Flood Certificate (If Applicable)	<input type="checkbox"/> Energy Efficiency Certificate (If Applicable)
<input type="checkbox"/> On Site Waste Water Approval (If Applicable)	<input type="checkbox"/> Termite Control (If Applicable)

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Applicants to Complete and Provide Listed Documents

DA Form 2: Building Work Details	This form must be used to make a development application involving building work . For a development application involving building work only, use <i>DA Form 2 – Building work details</i> only.
Additional Information Form	This form is to be used in conjunction with the Development Application and must accompany the DA Form 2
Referral Checklist For Building Work	This referral checklist is required where any aspect of building work for a development application requires referral as identified in DA Form 2
Engineering & Architectural Plans	1 copy is required – plans are to be no larger than A3 Please refer to the DA forms guide: Relevant plans for what information should be included in building plans.
QBCC Insurance Notification	Where a licensed builder has been contracted to perform the building work and the project value is greater than \$3,300-00, the Queensland Building and Construction Commission (QBCC) requires that insurance be paid on the project.
Owner Builder Number	Property owners may perform building work up to the value of \$11,000-00 (i.e. the cost of a builder to perform the work including all labour and materials). The Owner Builder may be required to provide evidence of a breakdown of the value of building work. An Owner Builder permit, issued by the QBCC, will be required for work valued greater than \$11,000-00. A copy of the Owner Builder's permit is required before a building approval may be issued. For further information to go www.qbcc.qld.gov.au
Q Leave	For proposed construction work valued at greater than \$150,000-00 exclusive of GST, the Building and Construction Industry (Portable Long Service Leave) Levy and Workplace Health and Safety Notification fees must be paid. Payment can be made online at www.qleave.qld.gov.au and evidence of payment must be provided prior to lodgement of the application.
Site Plan	1 copy is required – plans are to be no larger than A3 Relevant details for what information should be included on a site plan eg: Existing buildings, setbacks and distances to boundaries, sewer mains and house connection branch.
Siting Concession	Only applicable for Class 1 & 10 structures Applicable if proposed structure fails to meet development requirements set out in the Queensland Development Code MP1.1 & MP1.2
Soil Test Report	A soil test investigation report (conducted by a certified person or company) must be provided with any building application for a new dwelling, major extension to a dwelling or the like. The soil test report must be addressed to the property owner and the assessment manager, clearly flagging that the report is for use and reliance by the assessment manager. Reports require the following: <ul style="list-style-type: none"> • Include a unique document number (with a revision code for amendments); • Indicate the name of the person who prepared the report; • Be reproduced at A4 size and capable of photocopying not affecting the clarity of graphics

For further information please contact Council | (07) 4783 9800
enquiries@burdekin.qld.gov.au | www.burdekin.qld.gov.au

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On Site Waste Water Approval	Only applicable for non-sewered areas. Accredited On-site Sewerage Evaluator's design and report to be provided.
Q100 Flood Certificate	Q100 Flood: a flood event with a 100 year Average Return Interval (ARI). It has a 1% (1 in 100) chance of occurring, or being exceeded, in any one year. A Q100 flood is equivalent to a 1% AEP flood
Energy Efficiency Certificates	A house's energy efficiency (star rating) applies to the design of the building shell and significantly influences the indoor comfort and energy efficiency performance of a dwelling.
Termite Control	The building application must indicate which type of termite control system is intended to be used. Upon completion of the termite treatment or installation, a certificate (usually Form 16) from the termite barrier installer must be supplied.

Mandatory Part 1.0 of the Queensland Development Code outlines the design and siting standards (boundary setbacks and site coverage limits) for detached housing on lots under 450m² and over, duplex housing and building over or near relevant infrastructure. For further information, visit the Department of Housing & Public Works website: www.hpw.qld.gov.au

Building Approvals

'Building work' under the Planning Act 2016:

(a) Means-

1. Building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
2. Works regulated under the building assessment provisions; or
3. Excavating or filling for, or incidental to, the activities stated in subparagraph i); or
4. Excavating or filling that may adversely affect the stability of a building or other structure, whether on the premises on which the building or other structure is situated or on adjacent premises; or
5. Supporting (vertically or laterally) premises for activities stated in subparagraph i).

Please note: There are further meanings under the Planning Act 2016 for Queensland heritage places.

Other Approvals

In some cases, your proposal may require Town Planning for (but is not limited to):

- a) Multiple dwellings on one lot.
- b) Home-based businesses or other commercial use.
- c) Increases in scale and intensity of a business's activities.
- d) Dwelling in a Bush Fire Hazard Area

Applications may be lodged by	<p>Email: enquiries@burdekin.qld.gov.au</p> <p>Post: Burdekin Shire Council PO Box 974 AYR QLD 4807</p> <p>In Person: At Burdekin Shire Council Office, 145 Young Street, Ayr Qld 4807</p>
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 **Burdekin**
Shire Council

Effective Date: 28/04/2020