

BUILDINGS (CLASS 10a) – DOCUMENTATION CHECKLIST

Hinchinbrook Shire Council Building Certification

Overview

This fact sheet/checklist is intended to assist Hinchinbrook residents in relation to the process for a building application and includes information on how to complete an application for assessment by Hinchinbrook Shire Council and against the Queensland *Building Act 1975*.

Building Applications for Class 10a Structures

According to the National Construction Code (NCC) a Class 10a includes private garages, carport, shed or the like. This documentation checklist provides a list of the applicable forms and drawings which need to be provided to Hinchinbrook Shire Council when submitting a building application for a Class 10a structure.

Please Note: The below list should not be read as a definitive list but used as a guide to assist with preparing an application and if further information is required, you will be notified in due course by Hinchinbrook Shire Council.

For further information and assistance in relation to the building application and assessment process, please contact Council's Building Services on telephone (07) 4776 4637.

Application Forms

Application Forms required (1 copy)

☐ DA Form 2

For further information on how to complete these forms, see Council's relevant Fact Sheet.

All DA forms can be found on the Department of Infrastructure, Local Government and Planning website at:
<https://planning.dsdmip.qld.gov.au/planning/better-development/application-forms-and-templates>

Proof of Ownership

Rates notice or Property Transfer Form outlining current proof of ownership for the property

- ☐ Rates Notice; or
☐ Property Transfer Form



Site Plans

Site plans (3 copies) outlining the following:

- ☐ Site plan drawn to appropriate scale (1:200 to 1:500)
- ☐ Site constraints (e.g. easements for drainage/access purposes, building envelopes)
- ☐ Site dimensions
- ☐ Building dimensions (including existing structures/buildings)
- ☐ Distances to boundaries from outermost projection (fascia)
- ☐ Adjoining street(s)
- ☐ Council sewer location (where applicable)

For further information on location of existing sewer infrastructure, contact Council's Building Services on telephone (07) 4776 4637 to speak with a Plumbing Inspector.

Working Drawings

Mandatory information required if proposal involves a **Pre-fabricated Metal Structure** (3 copies):

- ☐ Manufacturers structural plans (including elevations & sections)
- ☐ Engineer's Certification for the structure

Note: Actual shed type is to be indicated on the structural plans

Mandatory information required if proposal involves **Masonry Block or Conventional Framed Construction** (3 copies):

- ☐ Fully dimensioned drawings (including existing buildings)
- ☐ Sizes of timber framing for walls (including stud grouping beside openings & lintel sizes)
- ☐ Sizes of timber roof framing (including supporting beams – timber or steel)
- ☐ Note: Engineer designed prefabricated trusses accepted, full tie down, bracing and truss layout)
- ☐ Sizes of steel and/or timber beams and details of support
- ☐ Location and size of cyclone bolts and hold down connections
- ☐ Location and size of vertical and bond beam reinforcement (masonry block buildings)
- ☐ Type and make of masonry blocks
- ☐ Location, type and racking resistance value of shear bracing panels at each level in each direction (bracing schedule)
- ☐ Floor plan layout indicating all rooms (including ablution facilities)
- ☐ Note: If ablution facilities provided, plumbing/drainage (sewered) or septic (non-sewered) approvals required
- ☐ Window schedule (cyclone rating C1, C2, C3)
- ☐ Tie down and bracing of roof framing
- ☐ Type of ceiling and fixing method
- ☐ Roof pitch, type of covering and fixing method
- ☐ General finishes
- ☐ Overflow relief gully details (slab height details – sewered areas)

Additional Information

Additional information required for building work (3 copies):

- ☐ Roof truss layout and anchorage against uplift (truss manufacturers certification required)

Queensland Building and Construction Commission (QBCC)

Mandatory insurance and licensing information

- ☐ Builders confirmation of Insurance Certificate (if works over \$3,300)
- ☐ Copy of QBCC Owner/Builder licence
- works from \$1 to \$10,999 – not required
 - works from \$11,000 – complete owner builder course from approved registered training organisation to obtain relevant licence from QBCC

For further information on the Owner Builder course and training providers, visit the Queensland Building and Construction Commission (QBCC) website at: www.qbcc.qld.gov.au

QLeave

- ☐ Copy of Portable Long Service Leave Levy Receipt (if value of works is more than \$150,000)

For further information on QLeave (Portable Long Service Leave) and whether you are required to pay, visit the QLeave website at: www.qleave.qld.gov.au

Other Council Approvals

Please consider other Council approvals which may be required for your building, these may include the following:

- ☐ Urban siting relaxation (boundary or building envelope)
- ☐ Siting over Council infrastructure (e.g. sewer lines)
- ☐ Planning scheme approvals (e.g. Duplex, Multiple Unit Development, Commercial structure etc.)

Please attach a copy of any approval letter or stamped plan with the building application.

For further information on any of the above approvals, contact Council's Planning & Development Services on telephone (07) 4776 4609.