

## **BUILDINGS (CLASS 1a) – 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 *Building Act 1975*.

#### **Building Applications for Class 1a Structures**

According to the National Construction Code (NCC) a Class 1a is a single dwelling being a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit. 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 1a 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 (including depths - where applicable)
- ☐ Location of water meter
- ☐ Site gradients

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 (3 copies):

- ☐ Three (3) sets of working drawings showing floor plans, elevations, sections and structural details

Mandatory working drawings must show the following:

- ☐ Fully dimensioned drawings (including existing buildings – dimensions of site to be shown)
- ☐ Relationship of existing and proposed ground level to building (falls to be shown)
- ☐ Sizes of timber framing for walls (including stud grouping beside openings & lintel sizes)  
Note: Stress grading of timber to be used needs to be nominated
- ☐ 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
- ☐ Window schedule (cyclone rating C1, C2, C3)
- ☐ Location of hard-wired smoke alarms
- ☐ Anchorage 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):

- ☐ Soil test, Engineer designed footings, footing size & reinforcement and site classification certificate
- ☐ Roof truss layout and anchorage against uplift (truss manufacturers certification required)

**Termite Protection Method**

Additional information required outlining intended method of termite protection (3 copies):

- ☐ Termite Protection Form; or
- ☐ Details of protection utilised to be included on site plan

**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](http://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](http://www.qleave.qld.gov.au)

**Energy & Efficiency Schedule**

- ☐ Compliance certificate

**Sustainable Building Requirements**

Mandatory information addressing the Queensland Development Code (QDC) Sustainable Building Requirements

- ☐ QDC sustainable building requirements form
- ☐ Compliance certificate

**Hinchinbrook Shire Council – Flooding & Inundation / Storm Surge**

Mandatory information addressing Council's Q100 Flood height or Storm Surge specifications

- ☐ HSC Flood / Storm Surge Certificate

**Plumbing & Drainage**

Mandatory information addressing the intended method of waste water disposal

- ☐ Sewer location plans (including depth)
- ☐ On-site effluent disposal/septic approval for non-sewered areas within Hinchinbrook Shire

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.

**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.