

RE-ROOFING – 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*.

Structural Re-roof

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 re-roof.

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 dimensions
- ☐ Building dimensions (including existing structures/buildings to be re-roofed)
- ☐ Approximate pitch of existing roof
- ☐ Partial or full re-roof identification (define work on building outline plan)

Assumed Wind Speed

Mandatory information regarding wind speed category

- ☐ C2 (W50C)
- ☐ C3 (W60C)
- ☐ ENGINEERED
- ☐ Assumed existing rafter/truss spacing: _____ mm
- ☐ Building height (ground level to fascia): _____ mm

New Roof Sheeting

Mandatory information regarding proposed new roof sheeting materials

- ☐ 0.42 Custom Orb at minimum 5° pitch
- ☐ 0.42 Trimdeck at minimum 2° pitch
- ☐ 04.42 Kilplok at minimum 1° pitch
- ☐ Monak at minimum 1° pitch
- ☐ Other roofing product

Roof Battens

Mandatory information regarding roof batten materials

- ☐ 38 x 75 F14 Hardwood
- ☐ 35 x 70 MGP 12 or similar
- ☐ Other _____ (i.e. Metal Top Hat)
- ☐ End spacing: _____ mm
- ☐ Internal spacing: _____ mm

NOTE: The metal roof cladding assemblies connections and immediate supporting members will need to comply with the requirements of NCC Part 3.10.1(f)

Rafter hold down to top plate shall be upgraded if required with 30 x 1mm galv. Strap over top of rafter and vertically screwed to top plate with 50 x 14 Hexagon Head screws each side of the rafter. Strap is to be tight fitting over rafter, with screws in top plate placed as close as possible to the rafter.

All tie downs to comply with Repair of Sheet metal Roofs in Cyclonic Areas Guidelines issued by Timber QLD.

All decayed and defective roof timbers shall be replaced.

All work shall be upgraded as required by the Building Certifier at the frame inspection.

Energy Efficiency

Mandatory information regarding energy efficiency specifications

Option 1

Roof Colour:

- ☐ Zinalume
- ☐ Colorbond Colour _____ (Light colour only)
- ☐ Roof insulation to be installed with a minimum value of R3.0

Product: _____

R-Value: _____

Option 2

- ☐ Provide an Energy Efficiency Assessment prepared by a licensed assessor confirming the required “R” value of the insulation to be installed. This value would need to be nominated by the assessor.

Note: The Energy Efficiency Assessment would need to comply with the required six (6) star rating

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