NORTH BURNETT REGIONAL COUNCIL Building Information Dwelling House Class 1

Info Sheet

This information sheet explains the requirements for a building permit to construct a dwelling house.

A Building Permit -

is a Development Permit to 'Carry Out Building Work', and must be obtained for all building work proposed on any land within the Region. Building work is defined as -

- a) building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
- b) excavating or filling-
 - for, or incidental to, the activities mentioned in paragraph (a); or
 - ii) that may adversely affect the stability of a building or other structure, whether on the land on which the building or other structure is situated or on adjoining land; or
- c) supporting (whether vertically or laterally) land for activities as in paragraph (a);
- d) other work regulated under the building assessment provisions, other than Development Assessment Rules.

CLASSIFICATION

Class 1 buildings are classified as one or more buildings, which in association constitute

- a) Class 1a a single dwelling being
 - i) a detached house; or
 - ii) one of a group of two 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; or
- b) Class 1b -
 - i) a boarding house, guest house, hostel or the like
 - a) with a total area of all floors not exceeding 300 m² measured over the enclosing walls of the Class 1b building;
 - b) and in which not more than 12 persons would ordinarily be resident; or
 - ii) 4 or more single dwellings located on one allotment and used for short-term holiday accommodation, which are not located above or below another dwelling or another class of building other than a private garage.



SUBMITTING AN APPLICATION

unless all of the following information is received at the time of submission to Council-

- 1. Building Application DA Form 2—completed in full.
- 2. Compliance Assessment for plumbing and drainage and onsite sewerage work Form 1completed in full.
- 3. Payment of fees, as applicable.
- 4. Documentation as per attached checklist.

Plans must be submitted to Council in triplicate and must be of a good drafting standard. If the applicant is not familiar with the requirements of the Building Act 1975 and the Building Regulation 2006, it would be to their advantage to consult a licensed Building Designer, Architect, or other person who has knowledge of the Act and Regulations. Attached is list of region.

A plan is a document that should contain enough information presented in such a way that it is possible to construct the building or structure from it. It should contain information (where applicable) as listed in the attached sheet entitled 'MINIMUM LEVEL OF DETAILS TO BE INCLUDED'.

- 5. On Site Sewerage Treatment Unit/Septic Tank/ Composting Toilet Applications are made with the Building Application. Unless otherwise advised, it shall be accompanied by one (1) copy of the Percolation Test Report and three (3) copies of the Effluent Design/Drainage Plan for the proposed sewerage and sullage waste water disposal; (per AS 1547) prepared by a licensed hydraulic engineer or other appropriate person to achieve the requirements of the Percolation Test Report.
- 6. Proof of Payment of Portable Long Service Leave Levy (Qleave) Receipt is required at the time of lodgement of a Building Application where the value (labour and materials) exceeds \$150,000. The payment of this fee is to be made at any Australia Post Office or online at www.qleave.qld.gov.au.

- The application is not deemed as being received 7. Change of Classification. Where an application is made to change the classification of a building to one of another classification e.g.. Class 10 (shed) to a Class 1a (dwelling), the new building must be designed and altered to comply with the Building Regulation 2006 and the Building Code of Australia 2019 including all the referenced Australian Standards therein. Some concessions apply for existing buildings and in these cases the Applicant should consult with Council's Building Surveyor.
 - 8. SAA Wind Loading Code AS 1170 Part 2 Wind Forces. The North Burnett region is geographically located with part in region A and part in region B (see figure 2.1 AS4055-2006). It is the applicant's responsibility to determine the correct wind rating and if in doubt should retain the services of a Registered Professional Engineer of Queensland (RPEQ).
 - consultants known to service the North Burnett 9. Energy efficiency The North Burnett region is located within **Zone 3** in relation to the energy efficiency requirements of Part 3.12 of the Building Code of Australia 2019 (BCA) and Queensland Development Code (QDC) MP4.1 (sustainable buildings).
 - 10. Owner Builders are required to obtain an Owner Builders Permit if the work is \$11,000 or more. If less than \$11,000, a Permit is not required. The Permit number is to be inserted in the allocated space provided on Form 2.
 - 11. QBCC Insurance other than for Owner Builders, proof of payment of Queensland Building Construction Commission (QBBC) statutory insurance scheme must be provided at the time of lodgement of the application, where the value of the building works exceeds \$3,300.

NOTE: Your application may require other approvals, for example assessment against the North Burnett Planning Scheme, Qld Fire and Emergency Services or the Departments of Environment and Heritage Protection, Transport and Main Roads, Natural Resources, Mines and Energy etc.



NEED AN OWNER BUILDER PERMIT?

How Do I Apply For A Permit?

Applying for a permit involves completing a Queensland Building and Construction Commission (QBCC) application form, paying the permit fee and providing QBCC with proof of identification and specific proof of ownership or sufficient legal interest in the property.

If the value of work (labour and materials) is over \$11,000, you will be required to complete an Owner Builder Course run by a course provider recognised by QBCC. The course must be completed by one of the people on the title of the property unless leasing. An Owner Builder Course Certificate must be less than 5 years old at the time of application. Courses are presented in lecture style or through correspondence. A list of Course providers is available from QBCC offices or QBCC's website www.qbcc.qld.gov.au under Homeowners.

Value of Building Work

It is important that you understand what 'value of building work' means. 'Value of building work' is defined in the QBCC Act as an amount representing the reasonable cost to a consumer of having the work carried out by a licensed contractor on the basis that all building materials are to be supplied by the contractor (whether or not the work is in fact carried out by a licensed contractor on that basis).

This means when you calculate the estimated value of building work you must include the cost of materials and the cost a licensed contractor would charge you for the work.

WARNING - No Insurance Protection!

By becoming an Owner Builder you forfeit your right to QBCC insurance on the building work. QBCC insurance protects consumers who have a contract with an appropriately licensed contractor to perform residential building work.

This insurance cover assists consumers in cases where:

• the contractor fails to complete the building work for reasons that are not the consumers fault;

- the contractor fails to rectify defective work; and
- the building suffers from the effects of subsidence or settlement.

As an Owner Builder, your role is that of head or main contractor and you will be personally responsible for dealing individual with subcontractors if there are any problems with workmanship. By contrast, if you were to engage an appropriately licensed contractor to perform the whole job, you would only have to deal with that contractor - they then hold the responsibility of dealing with subcontractors - and if they fail to correct a defect you are able to use the services of QBCC's dispute resolution service and you may be able to claim QBCC's Insurance. This service is not available to Owner Builders.

When you are issued an Owner Builder Permit a notification is entered onto the property title for a minimum of seven years. This is detailed more fully in your permit; however, in some instances it can affect the sale of your property.

Warnings

If—







- (a) building work is carried out on land by a person who is not licensed to carry out that building work; and
- (b) the land is offered for sale within 6 years after completion of the building work; the vendor must, before the contract of sale is signed by the purchaser, give the prospective purchaser a notice containing details of the building work and a warning in the form required by regulation.

If a notice is not given as required by this section, the vendor will be taken to have given the purchaser a contractual warranty (which operates to the exclusion of any inconsistent provision of the contract of sale) that the building work was properly carried out.



GENERAL INFORMATION

1. Compliance for Class 1a and 1b Buildings

Class 1a and 1b buildings are to comply with the North Burnett Regional Planning Scheme, the *Building Act 1975*, the *Building Regulation 2006*, Volume 2 of the *Building Code of Australia 2019* and all the referenced Australian Standards contained therein.

2. Requirements for a Dwelling

- a) A Class 1 building must be provided with -
 - 1. A kitchen sink and facilities for the preparation and cooking of food; and
 - 2. A bath or shower; and
 - 3. Clothes washing facilities, comprising at least one washtub and space in the same room for a washing machine; and
 - 4. A closet pan and washbasin.
- b) If any of the facilities in (a) are detached from the main building, they must be set aside for the exclusive use of the occupants of the building.

3. Buildings erected or used unlawfully

Where it comes to the knowledge of Council that any building or other structure has been erected or used -

a) Without an approval as required by the *Planning Act 2016*;

or

- b) Other than in accordance with the approved plans, specifications and conditions as imposed by the local authority;
- a notice pursuant to the *Planning Act 2016/ Building Act 1975* may be served on the owner of the building or structure to perform such work on the building or structure as is necessary to bring the same into conformity with the *Building Regulation 2006*, or to demolish or remove the same.

Setbacks from allotment boundaries (Residential zoned areas)	 In accordance with MP1.1 & MP1.2 of the Queensland Development Code unless addressed in the Local Planning Instrument. Generally: 6000mm from road boundary 1500mm from side and rear boundaries (single story) Corner and small allotments have varying setbacks according to the size of the land and the position of the house. Please consult Council's Building Certifier for further information. Concessions may be granted to encroach on these setbacks in certain circumstances. Please consult the Council's Building Certifier for further information.
Minimum Height Above Ground (slab)	Generally in accordance with Part 3.1.3.3 of the <i>Building Code</i> of Australia 2019. Note the Explanatory Information in that Part.
Minimum Bearer Clearance with surrounding ground	400mm
Minimum Ceiling Height from Floor, habitable rooms	2400mm
Minimum Window Glazing Habitable Rooms	10% floor area of the room
Minimum Ventilation Habitable Rooms	5% floor area of the room
Minimum Verandah Height from floor & Cathedral Ceiling or the like	2100mm & 2400mm for 2/3 of floor area
Stump Bracing required on Corner Stumps over	650mm (Earthquake Zone)
Site Coverage	Maximum 50% for total area of buildings on site



GENERAL INFORMATION continued

4. Novel Design and Materials

If you are contemplating a novel form of construction such as mud brick, post and rail, pole frame, slab hut, log cabin, Cape Cod or the like that cannot be assessed under the Deemed to Satisfy provisions of the Building Code of Australia 2019, it will be necessary to comply 8. with Part 1.2 of the BCA and provide Evidence of Suitability as detailed in this Part. An engineer used to assist in providing the evidence must be a Registered Professional Engineer Queensland (RPEQ).

Also, it will be necessary to submit a certificate of structural adequacy from a practicing RPEQ Engineer with all applications for metal structure and buildings where members used cannot be checked against Codes or Standards available to the Building Certifier.

5. Environmental Protection Act 1994

An application lodged on a restricted site as defined by the Environmental Protection Act 1994 cannot be approved if the application is inconsistent with the limited use or on-site activity of the land specified in the classification.

6. Allotment Surveys and Boundary Pegs

The owner is responsible for determining the boundaries and maintenance of survey pegs on their land. The owner and builder should check that the proposed building or additions are within the building lines before commencing the building work. The nature of the building, conditions of the site, levels and depth of the allotment may make it necessary to resurvey the land and/or the building on the land before building work is commenced. An Identification Survey may be required by the North Burnett Regional Council where survey pegs or building lines cannot identify that the building has been sited to meet the deemed to satisfy solutions of the Queensland Development Code.

7. Land Liable to Flooding

Certain allotments within the North Burnett Region have been identified as land which may be liable to flooding. Information regarding land is availabl**Inspections** Requirede at the Regional Offices.

The Builder/Owner is required to make arrangements with the Building Certifier to carry out inspections that form part of the building approval. The inspections will be at a time agreed between the Builder/Owner for the work and the Building Certifier inspecting the building work. Only (1) one inspection for each stage is included in the application fees.

Failure to notify may result the commencement of enforcement proceedings and may also affect your insurances due to a Certificate of Inspection not being issued. Where considered necessary, that stage of the work may be required to be taken down or uncovered for inspection purposes.

Generally, inspections are required to be made at the following stages of construction, but the actual inspections required for each project are detailed on the Decision Notice:-

Building Work:

- ☑ Footings / Slab (and prior to all other) concrete pours)
- ☑ Framework (prior to covering up any) framework)
- Core fill of masonry construction (when reinforcement is in place)
- ☑ Final (when all work is complete and all) certificates and log books are available)

Plumbing / Drainage Work:

- ☑ Internal and /or external drains
- Hot and cold plumbing rough in $\overline{\mathbf{V}}$
- ☑ Final



MINIMUM LEVEL OF DETAILS TO BE INCLUDED ON THE FOLLOWING DOCUMENTS FOR CLASS 1A AND 1B BUILDINGS

Site Plan

- Address
- Real Property Description and site area
- Road/Street names and access points (type and width including driveways)
- Boundary dimensions, bearings and easements
- North point
- Boundary clearances and setback dimensions of new building.
- Location and type of retaining walls and/or soil restraint (if any)
- Location/siting of existing buildings and their uses

Floor Plan(s)

- Plans
- Room names
- Dimensions
- Indicate wall construction
- · Window location and size
- Design Wind Velocity and bracing requirements
- · Roof plans with gutters and downpipes
- Floor finishes if of brittle materials on slab construction.

Elevations

- · All elevations showing facades
- Heights
- Roof pitch
- Roof materials
- External claddings
- Door and window type and size
- · Correct ground lines including cut and fill
- Overhang dimensions
- Termite treatment (shown at Sections)

Structural

- · Referenced sections and details
- Footings and slabs
- Roof construction
- Retaining wall construction
- Certificate of design if relevant (Form 15)
- Footpath crossover if relevant. (to Council's detail u.n.o.)

Other

- Plans showing the Energy Efficiency requirements in accordance with Part 3.12 of the Building Code of Australia 2019 for Zone 3.
- Plans showing building sustainability details in accordance with the QDC MP4.1

Sewerage, Sullage and Stormwater Drainage

- Floor plan outline showing drainage
- Site plan locating stormwater lines and downpipes.



NOTE: Each drawing is to have job, page number, title of drawing and original signature of author License details / number of author



How long will it take for my building application to be approved?

Your building application is assessed using the Development Assessment Rules. This system is **MANDATORY** for all local authorities to follow in assessing any type of development application. It is part of the *Planning Act 2016*, which is State 4. Government Legislation.

Your BUILDING APPLICATION will be approved based on a number of matters such as:

- The information you provide as part of the application; and
- The relevant forms being completed correctly by you; and
- Payment by you of all the relevant statutory and local government fees; and
- The time lines included in the provisions of the Development Assessment Rules.

Council will follow the Development Assessment Rules process as follows:

- 1. You will submit your application with the necessary plans, application and statutory fees.
- 2. Council will check the application to determine if it is properly made and if so accept it. If it is not properly made you will be issued with an action notice and the stated items will need to be submitted. Council has 10 business days to issue this notice. The applicant has 20 business days to respond and lodge the required documentation otherwise your application will be deemed not property made and will be returned to the applicant with 80% of the paid fees. Council can accept an application if it is not properly made if there are only minor issues involved.
- 3. If the application is deemed to be properly made and the information that has been submitted is sufficient for the application to be assessed by our Building Surveyors, Council has 35 business days from the day it is

- accepted as a properly made application to make a decision. Provided there are no issues with the application it should be approved within 35 business days of being submitted.
- If the application is deemed to be properly made application and assessment commences, but during this assessment further information is required, a request for information notice can be issued to the applicant. Council has 10 working days from when the application is accepted to issue an Information Request. The assessment period pauses until the applicant has responded to the Information Request. The applicant has three (3) months to do so. If this time lapses and the applicant has not responded, Council will continue to assess the application, but it is extremely likely that the building application will NOT be approved. Once the information request has been satisfactorily responded to, the clock starts ticking again on the decision making period. Council has 35 business days less any time initially taken to issue the information request to the applicant to issue the decision notice.





CONSULTANTS

The following is a list of consultants who have worked or are currently doing work in the North Burnett Region. Other consultants may be found online or in yellow pages business directory.

NOTE: This list has been compiled to assist applicants. Council does not take responsibility for any errors or omissions and consultants are **NOT** listed in any order of preference. Council does **NOT** offer advice or make recommendations about consultants.

ARCHITECTS

- 1. Core Architects HERVEY BAY QLD 4655 Ph: 4128 4466
- 2. Keystone Architects MARYBOROUGH QLD 4650 Ph: 4123 1005 Fax: 4123 1001

LICENSED BUILDING DESIGNERS

- 1. Arthur Martin Design & Drafting DALBY QLD 4405 Ph: 4662 1403 Fax: 4669 8049
- 2. Payten Design Group HERVEY BAY QLD 4655 Ph: 4191 4115 M: 0419758956
- 3. Michael Russell Building Design MARYBOROUGH QLD 4650 Ph: 4123 3654 Fax: 4123 5554

- 4. John Poulsen Building Design & Drafting **BUNDABERG QLD 4670** Ph: 0427 593 682
- 5. John Gatley Building Designs **BUNDABERG QLD 4670** Ph: 4153 1183 Fax: 4152 3958
- 6. Greg Pershouse & Assoc Pty Ltd **BUNDABERG QLD 4670** Ph: 4151 8350

- 7. TR & SL Roper Drafting CHILDERS QLD 4660 Ph: 4126 3110 M: 0412786330
- 8. Megan Maher Computer Drafting MARYBOROUGH QLD 4650 Ph: 4122 3674
- 9. Hervey Bay Design Group HERVEY BAY QLD 4655 Ph: 4124 1561

- 10. Bespoke Building Design HERVEY BAY QLD 4650 PH: 4128 9065
- 1. Water Wise Design TORQUAY QLD 4655

Ph: 4125 3510 M: 0416062487

- 4. Engage Engineers MARYBOROUGH QLD 4650
- Ph: 4121 4344
- 1. Wide Bay Geotechnical Services PIALBA QLD 4655 Ph: 4124 3677 Fax: 4128 3284
- 4. CQ Soil Testing **ROCKHAMPTON** Ph: 4936 1163
- 1. McCutcheon MacDonald HERVEY BAY QLD 4655 Ph: 4124 2454
- 4. Rebecca Hunt BARGARA QLD 4670 M: 0418 980 465

HYDRAULICS CONSULTANTS

2. CQ Soil Testing **ROCKHAMPTON** Ph: 4936 1163

5. Enviro Water Design HERVEY BAY QLD 4655 M: 0427 287 600

SOIL TESTERS

2. DIRTS (QLD) P/L URANGAN QLD 4655 Ph: 4125 4862

3. Coastal Wastewater Specialists HERVEY BAY QLD 4655 Ph: 4128 8019 M: 0400 497 166

6. Trevor Endres MARYBOROUGH QLD 4650 Ph: 4123 5973

3. CM Testing Service WEST BUNDABERG QLD 4670 Ph: 4152 7644

ENERGY EFFICIENCY CONSULTANTS

2. Q-Bears TOOWOOMBA QLD 4350 Ph: 0431 868 451

5. Z & N Jovanovic MT OMMANEY Q 4074 Ph: 3376 4319 M: 0411 801 605 3. Anderson Energy Efficiency MOUNT GRAVATT QLD 4151 Ph: 3420 5083



ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)

- 1. Tony Wright Building Design SCARNESS QLD 4655 M: 0429 859 596
- 4. Larkin Teys Consulting TOOWOOMBA QLD 4350 Ph: 4639 3620 Fax: 4639 2487
- 7. Engineers Plus HERVEY BAY QLD 4655 Ph: 4128 3955
- 1. Ferm Engineering SALISBURY QLD 4107 Ph: 3277 6314
- 1. McCutcheon MacDonald HERVEY BAY QLD 4655 Ph: 4124 2454 Fax: 4124 2323
- 4. EMF Griffiths FORTITUDE VALLEY QLD 4006 Ph: 3254 2788 Fax: 3254 2799
- 1. Insite SJC **BUNDABERG QLD 4670** Ph: 4151 6677
- 4. Urban Planet Town Planning Consultants HERVEY BAY QLD 4655 Ph: 4128 2888
- 1. JB Serisier & Associates MUNDUBBERA QLD 4625 Ph: 4165 4468

- 2. Brandon & Associates CHINCHILLA QLD 4413 Ph: 4668 9351
- 5. Leddy Sergiacomi & Associates BUNDABERG QLD 4670 Ph: 4152 9822 Fax: 4152 4114
- 3. Engage Engineers MARYBOROUGH 4650 Ph: 4121 4344
- 6. Cardno PIALBA QLD 4655 Ph: 4124 5455

FIRE DESIGN ENGINEERS

2. Chris Odgers STRATHPINE QLD 4500 Ph: 3205 2370 M: 0409 267 075

ELECTRICAL/MECHANICAL ENGINEERS

- 2. Cushway Blackford & Assoc PtyLtd 3. Ashburner Francis WOOLOONGABBA Ph: 3896 1100
 - WEST END QLD Ph: 3510 8888 Fax: 3510 8899

TOWN PLANNERS

- 2. Angelo Oliaro Town Planning HERVEY BAY QLD 4655 Ph: 4125 6887
- 3. Leddy Sergiacomi & Assoc Pty Ltd **BUNDABERG QLD 4670** Ph: 4152 9822 Fax: 4152 4114

SURVEYORS

- 2. Wayne Say & Associates Pty Ltd CHILDERS QLD 4660 Ph: 4126 2555
- 3. O'Reilly, Nunn, Favier KINGAROY QLD 4610 Ph: 4162 2647

Still need help?

This information sheet summarises the key matters to consider for people considering carrying out development. The process and legal aspects relating to property and development can be complex and confusing. Council's development services staff may be able to help.

Sometimes however it may be advisable for you to obtain your own professional help from a qualified practitioner such as a Lawyer, Surveyor, Town Planner, Architect, Building Designer, or Engineer.

Contact Us

Give us a call for more information about the planning scheme and making an application.

North Burnett Regional Council PO Box 390 Gayndah QLD 4625

Visit us at: www.northburnett.qld.gov.au

North Burnett—Naturally beautiful

InfoSheet1 Dwelling House February 2019





APPLICATION LODGEMENT CHECKLIST CLASS 1A TO 1B BUILDINGS

This form, completed by the Applicant, is to be lodged with the Building Application. It is the responsibility of the Applicant to ensure that all these details are correct and provided to Council in order to ensure approval of your application. All fees associated with this application to be provided at time of lodgement. Government legislation requires the payment of portable long (Qleave) service entitlements be made prior to issue of Development Permit. Building plans and application will not be accepted by Council until all information as listed below has been submitted.

APPLICANT'S NAME:	
BUILDING SITE ADDRESS:	

MANDATORY DOCUMENTATION AT LODGEMENT		APPLICANT CHECK	COUNCIL CHECK
1.	Completed Form 2 Building Work Details (and others if required)		
2.	Relevant local authority application fee.		
3.	1 copy of the QBCC Builder's Insurance Premium receipt, or Owner Builder Insurance Number / permit certificate.		
4.	1 copy of the Portable Long Service Leave Levy (Qleave) receipt. (Projects valued at \$150,000 or more).		
5.	1 copy of the Site Plan showing the location of the new building in comparison of any other structures on the site and distances to boundaries and/or other features		
6.	1 copy of each level of a floor plan.		
7.	1 copy of the elevation plan showing natural ground level and finished ground level.		
8.	1 copy of a cross section through the dwelling.		
9.	1 copy of a plan of dimensioned floor slab and details showing all building elements and their location.		
10.	1 copy of bracing calculations for each level.		
11.	1 copy of connection and tie down schedules or details.		
12.	1 copy of a timber framing schedule.		
13.	1 copy of a floor framing details.		
14.	1 copy of Energy Efficiency requirements and building sustainability details in accordance with the BCA and QDC MP4.1.		
15.	Engineers Design Certification (Form 15) if the structure has steel members, or provide the manufacturer's details with Engineer Certification. Construction methods not included in the Deemed to Satisfy parts of the <i>Building Code of Australia 2019</i> require assessment in accordance with Part 1.09 of the BCA. The applicant is to provide the relevant documentation for assessment to be carried out in accordance with this Part.		
16.	1 copy of the Soil Investigation/ Classification Report		
17.	1 copy of footing/slab design.		
18.	Retaining wall detail (if greater than 1m high – Engineer Certified).		
	Plumbing applications		
19.	Completed Form 1—Compliance assessment application for plumbing, drainage and onsite sewerage work		
20.	Percolation Test Report and Effluent Design.		
21.	1 copy of the Soil Investigation/ Classification Report		
22.	Three (3) Plumbing/Drainage Plans.		

