

PRE-LODGE MENT PACKAGE FOR COMMERCIAL DEVELOPMENT

1.0 INTRODUCTION

Thank-you for choosing Building Approvals Group. We appreciate the difficulties with knowing what documentation is needed for a commercial building application.

To assist you with preparing your building application, Building Approvals Group has developed this pre-lodgement package. The aim of the pre-lodgement package is to provide information and application forms needed at time of lodgement to the Building Certifier. The package is broken into three parts, Pre-lodgement Information, Pre-lodgement Checklist (Commercial) and Forms (Engagement Agreement and Application Forms).

Building Approvals Group is constantly looking for ways to improve our customer service experience and will greatly appreciate any feedback. Please feel free to contact us on **1300 885 229** for any assistance or enquiries.

2.0 PRE-LODGE MENT INFORMATION

2.1 Town Planning

Where proposed work is subject to town planning approval a copy of Council's Material Change of Use Development Approval and Council's stamped approved plans are needed by the Certifier. This enables the Certifier to review and compare Council's approved plans with the architectural plans submitted for building approval to ensure consistency. We note that the Certifier is required to ensure that plans approved for building work are consistent with Councils approved plans.

2.2 Operational Works

In some projects the Material Change of Use approval may call for Operational Works approvals. Examples of Operational Works approvals include Landscaping, Engineering works (stormwater, carparking, roadworks, etc). It is important to note that where Operational Works permits are required they must be approved by Council prior to the Certifier issuing development approval for building work. The Certifier will need a copy of the Operational Works approval and Council stamped approved plans.

2.3 Queensland Fire and Rescue Service

Buildings with a floor area greater than 500m² will require referral to the Queensland Fire & Rescue Service (QFRS) for assessment of Special Fire Services. Examples of Special Fire Services include fire hydrants, sprinkler systems, smoke detection and alarm systems. The Certifier is responsible for identifying what Special Fire Services are required within a building. The QFRS referral process can take up to 20 business days (from receipt of application). A compliant QFRS Referral report must be received by the Certifier prior to issue of building approval. Our Certifiers are available to discuss QFRS referral in greater detail.

3.0 PRE-LODGE MENT CHECKLIST (COMMERCIAL)

The Pre-lodgement Checklist (Commercial) provides you with a concise list of items that are needed when you lodge of building application with us. Please note that some items may not be applicable. To assist Building Approvals Group in processing your building application could you please review and complete the checklist and ensure items are attached to checklist at time of lodgement.

Please do not hesitate to contact Building Approvals Group on **1300 885 229** for any assistance.

4.0 FORMS

There are several forms needed when lodging an application for building work and are listed as follows:

- IDAS Form 1 Development Application Part A;
- IDAS Form 1 Development Application Part B;
- Application for Compliance Assessment Form 1;
- Proposed Plumbing and Drainage & On-site Sewerage Work Form 2; and
- Engagement and Fee Agreement Contract.

4.1 IDAS Forms

The IDAS Forms Part A and B are the application forms required for proposed building work. Part A contains information identifying the site, proposed building work and owners consent. Part B provides statistical data for the Australian Bureau of Statistics. Both forms are mandatory. A copy of the IDAS Forms has been provided with this package for your completion.

4.2 Plumbing Forms

Where plumbing and drainage approval is required and, Building Approvals Group are preparing a plumbing application for lodgement to Council on your behalf then plumbing and drainage application forms 1 and 2 are required to be completed and submitted with your building application. A copy of the IDAS Forms has been provided with this package.

We note that where proposed building work is on a site that is unsewered and plumbing approval is required, the Building Act requires the Certifier to wait for plumbing approval to be issued prior to issuing building approval. Please note that plumbing approval for unsewered sites can take between three to 4 weeks for Council to process application and issue a plumbing permit.

4.3 Engagement and fee agreement contract

The Building Act requires Private Certifier to be contracted to a Client to perform private certifying functions. As such Building Approvals Group will need a signed copy of the Engagement and Fee Agreement Contract to be submitted with your building application.

Please find attached a copy of our Engagement and Fee Agreement contract for completion. Feel free to contact one of our consultants on **1300 885 229** for any assistance.