

PRE-LODGEMENT PACKAGE FOR RESIDENTIAL DEVELOPMENT

1.0 INTRODUCTION

Thank-you for choosing Building Approvals Group. We appreciate the difficulties with knowing what documentation is needed for a residential building application. To assist you with preparing your building application, Building Approvals Group have developed this pre-lodgement package.

The aim of the package is to provide you with some general information and, application forms needed at time of lodgement. The package is broken into three parts, pre-lodgement information, engagement fee and contract and IDAS forms.

Building Approvals Group is constantly looking for ways to improve the quality of our customer service and will greatly appreciate any customer feedback. Please feel free to contact us on 1300 885 229.

2.0 PRE-LODGEMENT INFORMATION

2.1 Plan Preparation

All plans need to be prepared by an appropriately licensed person (i.e. BSA licensed designer, architect, builder). Plans must include all relevant information with sufficient details to enable our Certifiers to determine compliance with the Building Code of Australia. Plans needed include site plan, floor plan, elevations, sections, timber framing and tie-down schedules and, bracing plan.

We note also that the Building Services Authority does not permit Owner Builders to prepare their own plans, unless appropriately licensed.

2.2 Site Plan

The Site Plan provides us with a great deal of important information during the assessment process. The minimum amount of information required must be to scale (1:200) and include the following minimum information:

- Real Property Description;
- Siting of proposed building or structure and any other existing buildings within allotment boundary;
- Boundary setbacks of proposed building work from all allotment boundaries;
- Road and or street names;
- Location of all easements affecting site and council services (sewer, stormwater HCP, etc);
- Gross floor area of proposed building work;
- Site coverage (total of all buildings and structures onsite);
- Land contours , platform levels, finished floor levels (to AHD);
- Extent of cut/fill batters and retaining walls onsite;
- Driveway location and gradient profile design;
- Siting and capacity of rainwater tanks, roof stormwater system design.

2.3 Owner Builder Permits

Where the owner is carrying out the proposed building and the cost of the building work is greater than \$11,000 in total value, an owner builder permit is required. The owner is required to undertake a course run by the Building Services Authority (BSA). Copy of the Owner Builder Permit is required by the Certifier prior to issue of building approval.

For further information please contact BSA on 1300 272 272.

2.4 Building Services Authority Insurance

Building Services Authority Insurance is a statutory warranty scheme designed to protect consumers in the event of defective building work. Where a licensed contractor is carrying out building work and the cost of building work is \$3,300 or more in value then Building Services Authority Insurance must be paid.

A copy of BSA insurance is needed by our Certifier prior to issue of building approval. For further information please contact the BSA on 1300 272 272.

2.5 Portable Long Service Leave (Qleave)

Qleave is the State Government Building & Construction Industry Portable Long Service Leave Authority. Qleave provides industry-funded portable long service leave for private sector building and construction workers in Queensland.

Where the total cost of building work is \$80,000 or more than payment of Qleave is required. Qleave is calculated on a percentage of the total cost of construction (currently 0.0035%). For further information please contact Qleave on 1800 803 491.

2.6 Registered Plans & Current Title Search

When a block of land is created a plan of the block is prepared by a licensed land surveyor is registered with the Department of Natural Resources. A title is a document that provides additional information such as statutory covenants and easements. This plan is a legal document and is relied upon by the Certifier to determine the existence of easements or covenants affecting a site.

2.7 Town Planning

Where proposed work is subject to town planning approval a copy of the Material Change of Use and Council's stamped approved plans is 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. Town planning consent is required to be in place prior to issue of building approval.

3.0 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;
- Engagement and Fee Agreement Contract.

3.1 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. For your convenience we have attached a copy of the IDAS Forms.

3.2 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. For your convenience we have attached a copy of the IDAS Forms.

We note that where proposed building work is on a site that is unsewered and plumbing approval the Building Act requires the Building Certifier to wait for plumbing approval to be issued prior to issuing building approval. Please note that plumbing approval for unsewered sites can between 3 to 4 weeks for Council to process application and issue a plumbing permit.

3.3 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.