



FACT SHEET: Converting a Shed/Carport/Garage to a Dwelling

Converting a Shed to a Dwelling

Class 10a buildings are non-habitable and include a private garage, carport, shed, shipping container, or the like. They are classified and defined as 'non-habitable' in the National Construction Code (NCC) and are not permitted to be used for residential purposes without a Building Approval and where applicable, a planning approval.

Property owners who want to use a shed for residential purposes and have habitable rooms in the building (such as a bedroom, kitchen, dining room, living room) must obtain all relevant approvals to permit this use, prior to using it for that purpose and prior to any building works for the conversion. The Class 10a building must be upgraded to the minimum standard of a Class 1a dwelling included in the NCC, before the building is reclassified and occupied for residential purposes.

Reclassification

A building or structure is "classified" in accordance with the purpose for which it is designed, constructed, or adapted to be used. To use a building for a purpose other than what it is currently classified as in the NCC, it is necessary to have the building reclassified. To be reclassified, it must meet all the performance requirements or acceptable alternative solutions in the NCC for that new classification. A common example of this is to change a shed (which is classed as a 10a Building) to a house (which is classed as a 1a Building). To reclassify a building, regardless of whether there is Building Work required or not, it is necessary to apply for a Building Approval for a Change of Classification with a Building Certifier.

This is not a simple request or process.

The room/structure must not be used for residential purposes until a final inspection has been completed by a Building Certifier and a Form 21 issued for the proposed building work.

Approvals Needed

Usually there are two approvals necessary for the conversion:

- **Building Approval** from Building Certifier to change the classification of the building from 10a to 1a (see below for more information); and
- **Plumbing Approval** from Council before any plumbing work is carried out. Any plumbing or drainage work without an approval will need to be inspected and upgraded if necessary to comply with the NCC, Volume 3 (also known as the *Plumbing Code of Australia*).

In some situations, a planning approval may also be required.

Building Approval Documentation

The Building Certifier will need the following documents to complete an assessment of a building application:

Document	Notes
DA Form 2: Building work details	<input type="checkbox"/> Use the current version <input type="checkbox"/> Print all pages with the headings (if submitting a paper application) <input type="checkbox"/> Answer all mandatory questions <input type="checkbox"/> Mark the applicant declaration boxes <input type="checkbox"/> Include the correct address, lot and plan details <input type="checkbox"/> Provide the builder details <input type="checkbox"/> Include the correct value of building work

This fact sheet may be updated by Council at any time with the most recent version available on Council's website. If you have a printed copy, please see Council's website to ensure you have the latest version.



FACT SHEET: Converting a Shed/Carport/Garage to a Dwelling

V1 (18/09/24) Pge 2 of 3

QBCC Home Warranty Insurance Certificate, if applicable	<input type="checkbox"/> Required if the builder is a registered builder and the value of work is greater than \$3,300 including GST
QLeave Portable Long Service Levy Certificate	<input type="checkbox"/> A builder is required to notify QLeave for building work that is greater than \$150,000 excluding GST <input type="checkbox"/> If the work is covered by an Owner Builder Permit issued by the Queensland Building and Construction Commission (QBCC), QLeave must still be notified of the work but no payment is required with the form if a valid Owner Builder Permit Number is provided
QBCC Owner Builder Permit (if applicable)	<input type="checkbox"/> If the building project is greater than \$11,000 including GST, an owner builder permit is required. Owner builders are required to complete a training course then apply to the QBCC for an owner builder permit.
Site Plan	Include: <ul style="list-style-type: none"> <input type="checkbox"/> Site address <input type="checkbox"/> Proposed development location and dimensions <input type="checkbox"/> Existing structures (e.g. house, shed etc) <input type="checkbox"/> Distances to boundaries and other structures on site <input type="checkbox"/> Allotment boundaries <input type="checkbox"/> Any road frontages to the relevant land and their street names
Excavation & Earthworks (if applicable)	<input type="checkbox"/> Contour plan indicating relative levels of the site, floor level of the dwelling, any excavation works and retaining walls
Soil Classification Report	<input type="checkbox"/> Soil classification report <u>or</u> <input type="checkbox"/> Engineer design for extremely reactive/problem sites for Class 10
Plumbing Approval (if applicable)	<input type="checkbox"/> Plumbing permit/approval issued by Council for plumbing work
Structural Building Report	<input type="checkbox"/> Building report prepared by a RPEQ Engineer with any structural plans and Form 15 design certificate certifying the slab and structural suitability for Class 1a with existing structure/foundations.
Plans	<input type="checkbox"/> As constructed plans for plumbing including in ground sanitary drainage and sewer connection/on site sewerage facility and disposal area. <input type="checkbox"/> Current floor plan and elevations including room names, smoke alarm locations, window sizes and locations, downpipe locations, termite barrier details, hot water system location and energy type and material schedule. <input type="checkbox"/> Proposed floor plan and elevations highlighting any changes to room names and/or uses, smoke alarm locations, window sizes and locations, downpipe locations, termite barrier details, hot water system location and energy time and materials schedule. <input type="checkbox"/> Demonstrate compliance with the National Construction Code including waterproofing, light, and ventilation, and ABCB Livable Housing Provisions. Energy efficiency is also needed where internal building work is being proposed. Door seals and insulation will be required if the building is airconditioned.
Bushfire Management Plan (if applicable)	<input type="checkbox"/> If located in a bushfire hazard overlay, a bushfire management plan from a licenced consultant is needed.
Further information	<input type="checkbox"/> Photographs of all external sides of the building. <input type="checkbox"/> Photographs of all rooms/structures proposed to change in classification.

Additional documentation may be required prior to issuing a building approval for a change in classification to investigate for issues.

This fact sheet may be updated by Council at any time with the most recent version available on Council's website. If you have a printed copy, please see Council's website to ensure you have the latest version.

FACT SHEET: Converting a Shed/Carport/Garage to a Dwelling

V1 (18/09/24) Pge 3 of 3

Other Requirements to Consider

- Ceiling heights as specified for habitable and non-habitable rooms, and the finished slab height to protect against water inundation need to be compliant with the National Construction Code (NCC).
- Termite barrier to protect any non-steel elements inside the structure from termite attack (including window frames, skirtings, door jambs, architraves, etc).
- Flood hazard overlay properties will need a licensed cadastral land surveyor to advise the finished floor level (FFL) to check Building Code of Australia (BCA) compliance with the FFL above flood level.

Collation and Evaluation of Results

A Building Certifier will review the collated design documents, test and modelling reports prepared by the architect, engineer, bushfire consultant, and other specialist consultants to ensure there are no conflicting issues, assumptions or details contained in the proposed Performance Solutions.

Where to lodge an application with Council

To lodge a building application with Council, all documentation must be provided with the applications and full payment made for all [fees and charges](#) at the time of submitting your application for it to be assessed.

It can be lodged via:

- Email - bpadmin@wdrc.qld.gov.au
- Visit - Any Council Customer Service Centre