

FACT SHEET: Building Application Guidelines

A building application is required when a structure is proposed to be built or changed to make sure it will be structurally adequate, safe and located appropriately to meet the requirements of the *Building Act 1975*, *Planning Act 2016*, National Construction Code (NCC), legislation, Australian Standards and Codes.

As required by the *Building Act 1975*, all building plans are to be prepared by a licensed draftsman, architect, or a Registered Professional Engineer of Queensland (RPEQ). The plans must be signed by the designer and their licence number marked on them. The only exception to this rule is for plans drawn by a licensed builder for work they are constructing themselves.

Building Classification

There are 10 building and structure classifications and they are specified in the National Construction Code.

Domestic Buildings and Structures

- Class 1a - a detached house or one of a group of two or more dwellings separated by a fire resisting wall, including a row house, terrace house, town house or villa unit.
- Class 1b - a boarding house, guest house, hostel or the like with a total area not exceeding 300m²; and in which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another class of building other than a private garage.
- Class 10a - a non-habitable building being a private garage, carport, shed, shipping container, or the like.
- Class 10b - a structure being a fence mast, antenna or the like, retaining or free-standing wall, swimming pool or the like.

Commercial and Industrial Buildings

Building applications for Class 2 - 9 buildings and structures for commercial purposes are not assessed by Council but include:

- Class 2 - a building containing 2 or more sole occupancy units each being a separate dwelling.
- Class 3 - a residential building, other than a building of Class 1 or 2, which is a common place of long term transient living for a number of unrelated persons including – a boarding house, guest house, hostel, lodging house, back-packers accommodation; or the residential part of a hotel or motel; or the residential part of a school; or accommodation for the aged or children or people with disabilities; or the residential part of a health-care building that accommodates members of staff; or a residential part of a detention centre.
- Class 4 - a dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.
- Class 5 - an office building used for professional/commercial purposes, excluding buildings of Class 6, 7, 8, 9.
- Class 6 - shop or other building used for the sale of goods by retail or the supply of services direct to the public, including – an eating room, café, restaurant, milk or soft drink bar; or a dining room, bar, shop or kiosk part of a hotel or motel; or a hairdresser or barber shop; public laundry or undertakers establishment; or market or sale room, showroom or service station.
- Class 7a - a building which is a carpark.
- Class 7b - a building which is for storage or display of goods for sale by wholesale.
- Class 8 - a laboratory or a building in which handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade sale or gain.
- Class 9a - a building of a public nature being a health care building, including those parts of the building set aside as a laboratory.

FACT SHEET: Building Application Guidelines

- Class 9b - a building of a public nature being an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any parts of the building that are of another Class.
- Class 9c - a building of a public nature being an aged care building.

Typical classifications for domestic buildings/structures

Classification	Description
1a	<input type="checkbox"/> Additions/alterations to a dwelling <input type="checkbox"/> Dwelling house (new, removal dwelling, relocatable dwelling) <input type="checkbox"/> Utility room or similar habitable storage area whether within a storage shed or as a detached "stand alone building"
10a	<input type="checkbox"/> Awning attached to a storage shed <input type="checkbox"/> Cubby house <input type="checkbox"/> Carport (free standing or attached to another building) <input type="checkbox"/> Deck <input type="checkbox"/> Domestic patio (unless fully/able to be fully enclosed with partitions, doors, windows, sashes or the like and used as habitable rooms) <input type="checkbox"/> Garage <input type="checkbox"/> Gazebo <input type="checkbox"/> Green house/shade house or similar <input type="checkbox"/> Patio (free standing/attached unless fully/able to be fully enclosed with partitions, doors, windows, sashes or the like and used as habitable rooms) <input type="checkbox"/> Pergola (impermeable roof cover whether free standing/attached) <input type="checkbox"/> Storage shed <input type="checkbox"/> Shade structure/sail (free standing) <input type="checkbox"/> Shipping container <input type="checkbox"/> Stable/animal accommodation <input type="checkbox"/> Verandah
10b	<input type="checkbox"/> Flag pole <input type="checkbox"/> Fence <input type="checkbox"/> Pontoon <input type="checkbox"/> Retaining wall <input type="checkbox"/> Swimming pool/spa <input type="checkbox"/> Screening wall

Using domestic patios, verandahs, shade structures, decks and similar structures, whether detached or attached to another structure, intermittently for domestic recreational purposes does not change the classification of the building or part to a class 1a building.

Where patios, verandahs, shade structures, decks and similar structures are used on an ongoing basis for a 'habitable' purpose, they will have changed classification, and must comply with the relevant NCC performance requirements for the new classification.

FACT SHEET: Building Application Guidelines

Building Application Documentation

The following documentation is required for **all** building applications submitted to Council:

Document	Notes
DA Form 2: Building work details	<ul style="list-style-type: none"> <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
QBCC Home Warranty Insurance Certificate, if applicable	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <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 not payment is required with the form if a valid Owner Builder Permit Number is provided
QBCC Owner Builder Permit (if applicable)	<ul style="list-style-type: none"> <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	<p>Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site address <input type="checkbox"/> Proposed development location and dimensions <input type="checkbox"/> Existing structures (eg. 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)	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <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)	<ul style="list-style-type: none"> <input type="checkbox"/> Plumbing permit/approval issued by Council for plumbing work

Additional documentation required for a **shed/carport/garage** application:

Document	Notes
Form 15 Design Certification from an RPEQ Engineer*	<ul style="list-style-type: none"> <input type="checkbox"/> Engineer drawings and specifications including footing/slab, wind category, calculations, tie down, and bracing. <input type="checkbox"/> Form 15 Design Certificate
Elevations	<p>Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawn to scale <input type="checkbox"/> Building heights
Letter of use for sheds & garages (only if more than 150m ²)	<ul style="list-style-type: none"> <input type="checkbox"/> A letter which specifies the intended use of the shed Sheds cannot be used for a commercial or industrial purpose which are not ancillary to the bona fide occupation or use of the subject site.

FACT SHEET: Building Application Guidelines

Additional documentation required for a **swimming pool/spa** application:

Document	Notes
Site plan	<p>Items as listed for a site plan above <u>and</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed pool/spa location and fence <input type="checkbox"/> Location and swing direction of gate(s) <input type="checkbox"/> Location of windows (if a building forms part of barrier) <input type="checkbox"/> Location of pump and equipment <input type="checkbox"/> Distances to other objects and/or structures (including furniture, plants, etc)
Elevations	<p>Items as listed for elevations above <u>and</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heights of fences <input type="checkbox"/> Heights of gate latches <input type="checkbox"/> Location and height of windows (if a building forms part of barrier)
Equipment Specifications	<p>Technical data sheets for the pump, filter, and heater (if applicable) provided by the pool supplier which includes capacity, type, noise, etc</p>
Form 15 Design Certification from an RPEQ Engineer*	<ul style="list-style-type: none"> <input type="checkbox"/> Engineer drawings and specifications including footing/slab, wind category, calculations, tie down, and bracing. <input type="checkbox"/> Form 15 Design Certificate

Additional documentation required for a **new dwelling or alterations/additions to dwelling** application:

Document	Notes
Architectural plans	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed development <input type="checkbox"/> Dimensions of the proposed development <input type="checkbox"/> Room names <input type="checkbox"/> Demonstrate compliance with the National Construction Code and ABCB Livable Housing Provisions <input type="checkbox"/> Smoke alarm locations <input type="checkbox"/> Window sizes and locations <input type="checkbox"/> Downpipe locations <input type="checkbox"/> Termite barrier details <input type="checkbox"/> Hot water system location and energy type <input type="checkbox"/> Material schedule
Elevations	<p>Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawn to scale <input type="checkbox"/> Building heights
Form 15 Design Certification from an RPEQ Engineer*	<ul style="list-style-type: none"> <input type="checkbox"/> Engineer drawings and specifications including footing/slab, wind category, calculations, tie down, and bracing. <input type="checkbox"/> Timber truss layout and tiedown details, if applicable.
Soil Classification Report	<ul style="list-style-type: none"> <input type="checkbox"/> Soil classification report <u>or</u> Engineer design for extremely reactive/problem sites for Class 10a Signed and certified by RPEQ with plans included in Form 15 design certificate
Energy Efficiency Report	<ul style="list-style-type: none"> <input type="checkbox"/> Energy efficiency assessment and Form 15 design certificate

FACT SHEET: Building Application Guidelines

Bushfire Management Plan (if applicable)	If the new dwelling is in a bushfire hazard overlay in the Western Downs Planning Scheme: <input type="checkbox"/> Bushfire Management Plan and certification by an accredited bushfire consultant.
--	--

Additional documentation required for a **relocation/removal dwelling** application:

Document	Notes
Structural Building Report	<input type="checkbox"/> Building report by a RPEQ Engineer with any structural plans and Form 15 design certificate
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 time, 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 material schedule. <input type="checkbox"/> Demonstrate compliance with the National Construction Code including energy efficiency, light and ventilation, and ABCB Livable Housing Provisions.
Bond Assessment Report	<input type="checkbox"/> Referral Agency Response for a bond assessment issued by Council and receipt for bond security payment
Photographs	<input type="checkbox"/> Photos of the site, various structure photos including all elevations, food preparation, and wet areas (bathroom, toilet, and laundries)
Asbestos Report	<input type="checkbox"/> By a correctly licenced person certifying structure is free of asbestos

Plumbing and planning approvals may also be required with your building application. Other documents in addition to those listed on this information sheet may be required. A Building Certifier will be able to assess your application and advise if they are needed for your application.

Where to lodge an application with Council

To lodge a building application with Council, documentation must be provided with the application 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