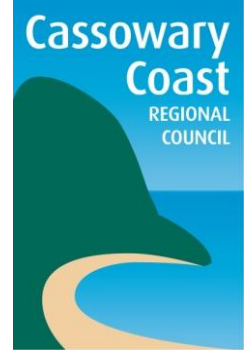


FACT SHEET

Building Application Guidelines and Checklist



This fact sheet has been designed to assist you in the preparation and submission of a Building Application with Council. It is designed to help ensure that all relevant information accompanies your application, so it can be assessed as quickly as possible.

A building approval is required when a structure is proposed to be built, and in some cases altered, to ensure it will be structurally safe and located appropriately to meet the requirements under the *Building Act 1975* and other relevant regulations and guidelines. More information about lodging a building application with Council can be found by visiting our [website](#).

What documentation is required?

To lodge a building application with Council, the following documentation will be required:

- A properly completed [DA Form 2](#) – Building Work Details
- A Site Plan showing the proposed structure in relation to all boundaries and any other structures that may be located on the lot.
- Construction Plans that have been stamped and signed by an Engineer.
- A Form 15 (Compliance Certificate for Building Design or Specification) which must be completed by a competent person in relation to the design of the proposed building work (It is usually completed by the Engineer).
- An Energy Efficiency Design Report which includes a Form 15 (not required for Class 10a building work)
- A Soil Classification Report
- Confirmation of QBCC Home Warranty Insurance Notice of Cover (if a builder is a registered builder and the project value is greater than \$3,300)
- Confirmation of QLeave Portable Long Service Levy (if project value is greater than \$150,000)
- Owner Builder Permit (if owner builder project is greater than \$11,000)

Payment of applicable fees and charges is required at time of lodgement.

For further information about QBCC Home Warranty Insurance or Owner Building please visit www.qbcc.qld.gov.au

How can I lodge my application?

Email

If your application is for a property located to the south of El Arish and Bingil Bay (inclusive) please email it to buildingsouth@ccrc.qld.gov.au

If your application is for a property located to the north of Silkwood and Kurrimine Beach (inclusive) please email it to buildingnorth@ccrc.qld.gov.au

Post

PO Box 887
INNISFAIL QLD 4860

In Person

Innisfail Shire Hall (Northern Office)
Level 3, 70 Rankin Street
INNISFAIL QLD 4860

Tully Civic Centre (Southern Office)
Level 2, 38-40 Bryant Street
TULLY QLD 4854

What fees and charges will apply?

A link to view Council's schedule of fees and charges is [here](#).

What happens after I submit and pay for my application?

The process for assessing an application is legislated under the *Planning Act 2016*. Council assesses building applications against the required legislation and regulations within the timeframes set by the legislation. Once a Development Application for Building Work has been lodged with Council it will be given a Development Application (DA) number. When the application is considered properly made, the assessment of the application can commence.

The currency period for the development approval (building works) is two years, starting the day the approval is granted or takes effect (or six months for re-roof, demolition and swimming pool applications).

If, after this time you are yet to complete the building work, either the owner or applicant may request an extension to the currency period, provided such a request is made before the development approval lapses. If you wish to request an extension to the currency period for your Development Application for Building Work please complete the [Request for Extension to the Currency Period Form](#) and lodge it with Council along with the applicable fee. Alternatively you can visit the [MyCouncil website](#) to submit an online version of the request. Your request will be passed on to management and a decision made in due course.

Prior to your permit lapsing, a Form 57 (reminder notice for the lapsing of an approval) will be issued. If you receive a Form 57 and the works have been completed, please contact Council's Building and Plumbing Team to arrange for a final inspection to be carried out before the lapsing date.

What about building inspections?

When a Development Permit for Building Work is issued, a condition of the approval will be that certain mandatory inspections are carried out. The Development Permit for Building Work will state which stages of work must be inspected and outline any conditions that are applicable to the development. The purpose of the inspections is to ensure the building work is carried out in accordance with the Development Permit and relevant building codes and standards.

Council has engaged a licenced building surveyor, Stephen Toolen, to provide a building certification service on behalf of the Council. Mr Toolen works out of both the Innisfail Shire Hall Office and the Tully Civic Centre.

- Innisfail Shire Hall days (northern inspections): Mondays, Wednesdays & some Thursdays
- Tully Civic Centre days (southern inspections): Tuesdays, Fridays & some Thursdays

It is requested that 48 hours notice is given prior to scheduling inspections.

Building Application Checklist

Below is a guide to lodging your building application and/or pool application. Please note that further information may be requested during the assessment process. Payment of applicable fees and charges is required in full at the time of your application.

Swimming Pool / Spa Application	Building Application
DA Form 2 <ul style="list-style-type: none"> <input type="checkbox"/> Ensure most current version of form is used <input type="checkbox"/> All mandatory questions complete <input type="checkbox"/> Email addresses provided <input type="checkbox"/> Accurate description of land <input type="checkbox"/> Applicant declaration box ticked <input type="checkbox"/> Builder details provided <input type="checkbox"/> Value of work provided 	DA Form 2 <ul style="list-style-type: none"> <input type="checkbox"/> Ensure most current version of form is used <input type="checkbox"/> All mandatory questions complete <input type="checkbox"/> Email addresses provided <input type="checkbox"/> Accurate description of land <input type="checkbox"/> Applicant declaration box ticked <input type="checkbox"/> Builder details provided <input type="checkbox"/> Value of work provided
QBCC Home Warranty Insurance <ul style="list-style-type: none"> <input type="checkbox"/> (if builder is a registered builder and project value is greater than \$3,300) 	QBCC Home Warranty Insurance <ul style="list-style-type: none"> <input type="checkbox"/> (if builder is a registered builder and project value is greater than \$3,300)
QLeave <ul style="list-style-type: none"> <input type="checkbox"/> (if project value is greater than \$150,000) 	QLeave <ul style="list-style-type: none"> <input type="checkbox"/> (if project value is greater than \$150,000)
Owner Builder Permit <ul style="list-style-type: none"> <input type="checkbox"/> (if owner builder project is greater than \$11,000) 	Owner Builder Permit <ul style="list-style-type: none"> <input type="checkbox"/> (if owner builder project is greater than \$11,000)
Site Plan to include <ul style="list-style-type: none"> <input type="checkbox"/> Location of proposed pool/spa and fence <input type="checkbox"/> Location of existing structures <input type="checkbox"/> Site Address <input type="checkbox"/> Allotment boundaries <input type="checkbox"/> Any road frontages to the relevant land and their street names <input type="checkbox"/> Swing direction of the gate <input type="checkbox"/> Location of windows (if the house forms part of the barrier) 	Site Plan to include <ul style="list-style-type: none"> <input type="checkbox"/> Location of proposed development <input type="checkbox"/> Location of existing structures <input type="checkbox"/> Site Address <input type="checkbox"/> Dimensions of the proposed development <input type="checkbox"/> Setbacks (including setbacks from all existing buildings) <input type="checkbox"/> Allotment boundaries <input type="checkbox"/> Any road frontages to the relevant land and their street names
Elevations Plan including <ul style="list-style-type: none"> <input type="checkbox"/> Drawn to scale <input type="checkbox"/> Heights of fences <input type="checkbox"/> Heights of gate latches <input type="checkbox"/> Location and height of windows (if house forms part of the barrier) 	Elevations Plan including <ul style="list-style-type: none"> <input type="checkbox"/> Drawn to scale <input type="checkbox"/> Total Building Height shown
Engineered drawings / specifications / design certification <ul style="list-style-type: none"> <input type="checkbox"/> Plans stamped and signed by the Engineer (not required for reroofing) <input type="checkbox"/> Form 15 	Engineered drawings / specifications / design certification <ul style="list-style-type: none"> <input type="checkbox"/> Plans stamped and signed by the Engineer (not required for reroofing) <input type="checkbox"/> Form 15 (not required for reroofing)
	Floor Plan including <ul style="list-style-type: none"> <input type="checkbox"/> Proposed development <input type="checkbox"/> Dimensions of the proposed development <input type="checkbox"/> Room names
	Site and Soil Classification Report <ul style="list-style-type: none"> <input type="checkbox"/> (for all new building work)
	Energy Efficiency Design Report and Certification <ul style="list-style-type: none"> <input type="checkbox"/> (not required for Class 10 Building work)
	Scope of Works <ul style="list-style-type: none"> <input type="checkbox"/> Required for reroofing only, must also include details of existing roof frame

Further Information

For any further queries in relation to lodging Building Applications please contact the relevant Building and Plumbing Team on the details below:

- Tully Building and Plumbing Team on (07) 4043 9150 or by email at buildingsouth@ccrc.qld.gov.au
- Innisfail Building and Plumbing Team on (07) 4030 2242 or by email at buildingnorth@ccrc.qld.gov.au