

Before commencing any building works, a Building Permit **must** be obtained from Council or a Private Certifier. Construction work within the Gladstone Regional Council area is regulated within the requirements of the Building Code of Australia, Building Act 1975, Building Regulations 2006, Queensland Development Code and the Sustainable Planning Act 2009.

Building Checklist

This checklist provides information on the requirements for lodging a building application. Please refer to the relevant fact sheet for more detailed information on your proposed structure.

To Lodge the Application

IN PERSON >	Gladstone Office , 101 Goondoon Street Gladstone Miriam Vale Office , 36 Roe Street Miriam Vale Agnes Water Rural Transaction Centre , 3 Captain Cook Drive Agnes Water Boyne Tannum Community Centre , Cnr Wyndham and Hayes Avenues Boyne Island	Calliope Office , 5 Don Cameron Drive Calliope Mount Larcom Rural Transaction Centre , Raglan Street Mount Larcom
	POST > Gladstone Regional Council PO BOX 29 GLADSTONE DC QLD 4680	FAX > (07) 4975 8792 EMAIL > building@gladstonerc.qld.gov.au PHONE > If you have any questions please call (07) 4977 6851

Documentation Required to Lodge a Building Application

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
IDAS FORMS (These forms can be downloaded from the Department of Infrastructure and Planning website at: http://www.dsip.qld.gov.au/forms-templates/idas-forms-guides-and-checklists-spa.html) <ul style="list-style-type: none"> Form 1 Form 2 		
QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION - Letter of Confirmation of Insurance from QBCC or an Owner Builder Declaration (where value of works require it) For further Owner Builder information refer to http://www.qbcc.qld.gov.au/Homeowners/Owner-builders/Pages/owner-builders.aspx call 1300 272 272		
Q LEAVE - Copy of Portable Long Service Levy Receipt (if value of works is \$150,000 and over) For further information refer to www.qleave.qld.gov.au or call 1800 803 481		
FEES - Council application fee paid according to the current Fees & Charges schedule. This can be found on Council's website at: http://www.gladstone.qld.gov.au/web/guest/fees-and-charges		

SITE PLAN <ul style="list-style-type: none"> • <u>MUST BE TO SCALE</u> showing easements if any. (If site plan is not to scale, this may cause delays in the approval process) • Correct shape showing all site dimensions • Show all building dimensions (including existing buildings) • Show all distances to boundaries • Show all Streets • Show approximate location of driveway 		
PLANS – One (1) set of A3 fully dimensioned drawings, consisting of: <ul style="list-style-type: none"> • Soil investigation report (Dwelling application only) • A footing and slab system design. • A frame design and wall bracing design with calculations as required. • Roof and frame hold down details. • Form 15 – Compliance Certificate for Building Design or Specification • Floor Plan • Elevation Plan • Energy Efficiency design and calculations (Dwelling application only) • Details of Storm water Drainage • Pool Fencing (if applicable) • Pool Pump Details (if applicable) 		
PLUMBING AND DRAINAGE <ul style="list-style-type: none"> • If there are plumbing works involved see Plumbing Checklist 1 – Plumbing and Drainage Application 		

Wind Category Rating: Gladstone Regional Council is located in a Cyclonic Wind Region (Region C). These are classified as Category 1, 2 or 3. The wind category should be determined by Local Authority or your design Engineer.

Setbacks: The Queensland Development Code regulates siting requirements for single detached dwellings. Refer to the Queensland Development Code MP1.1 or MP1.2 <http://dlgp.qld.gov.au/building/queensland-development-code-current-parts.html>

Important: A Planning Scheme may have “alternative provisions” which provide boundary setbacks that conflict with the Queensland Development Code. Where such provisions exist, then those provisions override the Queensland Development Code. Check the Planning Scheme which has jurisdiction over your property for any alternative provisions relating to boundary setbacks.

Building Over Sewer Main Lines: A sewer main line is generally located within an easement or, where no registered easement is stated, a minimum clearance of 1.5m from the centre linen of the sewer main is required. Building work cannot occur within the stated distance unless written consent has been obtained from Council. Enquiries to: Council’s Water and Sewerage Department.

Water Connection: If water connection is required to the site, please complete an APPLICATION FOR WATER SERVICE form.