



MINOR STRUCTURES & SWIMMING POOLS

CHECKLIST FOR AN APPLICATION FOR A BUILDING LICENCE

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Building Application Number: <i>(Office use only)</i>	
Date Received: <i>(Office use only)</i>	
PROPERTY ADDRESS	
House Number:	
Lot Number:	
Strata Lot:	
Street:	
Suburb:	
Property Zoning	

Please note: a Registered Builder is required to construct a shed, outbuilding and or patio where the value exceeds \$20,000. An owner can not obtain an Owner Builder Statutory Declaration for these structures.

Quick check		
Application form completed including fees		<input type="checkbox"/>
Specifications	2 copies	<input type="checkbox"/>
Site Plans	2 copies	<input type="checkbox"/>
Floor Plans	2 copies	<input type="checkbox"/>
Elevations	2 copies	<input type="checkbox"/>
Cross Sections	2 copies	<input type="checkbox"/>
Engineer's Details	2 copies	<input type="checkbox"/>
Engineer's site classification and inspection report	2 copies	<input type="checkbox"/>
Application for the Installation of an Effluent Disposal System	1 copy	<input type="checkbox"/>
Energy Efficiency and 5 Star Plus	2 copies	<input type="checkbox"/>
Home Indemnity Insurance	1 copy	<input type="checkbox"/>
Termite Treatment details	2 copies	<input type="checkbox"/>
Planning or Codes Approval Applications	1 copy	<input type="checkbox"/>
Neighbour comment	1 copy	<input type="checkbox"/>

Specific details required relating to the above list but not limited to, are detailed overleaf.

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Finalisation of Form and payment of fees

Application form completed as required and signed by the Builder or Builder's representative.

Statutory fees paid:

- A minimum fee of \$90 or 0.19% (certified), 0.32% (uncertified) of the value of the works inclusive of GST

Building Services Levy (BSL) - \$40.50 or 0.09% if the value of works exceeds \$45000
CTF (0.2% if the value of works exceeds \$20,000)

Specifications specific to the type of construction (2 Copies)

Site Plan (2 copies) at a scale of 1:100 or 1:200 or 1:500

Plans depict but not limited to the following:

Lot boundaries; Site dimensions; Proposed building and all existing structures, Building/pool setback dimensions from lot boundaries Street names Position of any easements Contours and finished floor levels in relation to an assumed datum Proposed retaining walls including top and bottom wall heights in relation to natural ground level Vehicle crossover Location of effluent disposal system/s.

Floor Plan (2 copies) at a scale of 1:50 or 1:100

Plans depict but not limited to:

Intended use of the room/space/structure; Wall dimensions; Window/door dimensions; Roof line; Roof drainage; Smoke alarm locations (not applicable for swimming pools/spas, sheds, non-habitable outbuildings, patios, carports, alfresco, porches, garages, fences).

Elevations (2 copies) at a scale of 1:50 or 1:100

Plans depict external appearance and include:

Window/door dimensions; Roof Pitch; Ceiling height; Eave height; Natural ground levels; Pool shape.

Sectional elevations (2 copies) at a scale of 1:50 or 1:100

Plans are to depict but not limited to the following:

Footing/slab details; Wall structural details; Eave height; Ceiling height; Roof structural details; Structural details - (Pools); Structural Engineer's Certification of the plans.

BCA Energy Efficiency Check Sheet – Part 3.12 including 5

Star Plus Water Efficiency checklist. (Required for any habitable room or habitable room addition to the residence or outbuilding).

Check list form completed and Signed by the person completing form

NOTE: This document is a guide only to the information that is required to be submitted for most minor Building Licence Applications including those in no-sewered areas. Additional and specific information may be requested upon assessment of your application

Declaration to be signed by the applicant overleaf



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DECLARATION BY APPLICANT

I have read the Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Please print name: _____ Signed: _____ Date: _____

Office Use only: CSO Checked –Signed _____ *Date:* _____