

BUILDING APPLICATION CHECKLIST CLASS 1 DWELLING

	REQUIREMENTS	REQUIRED
1	DA FORM 2 – Application to be fully completed.	
2	Detailed Site plan, showing contours of the site, location of trees, location of existing overland flow, the footprint location of proposed building and indication of platform levels (including boundary setback distances for rear, side and road), location of proposed cut and fill, underground infrastructure and easements. Note – Authors name and license number (BSA) is to be noted on all plans.	
3	<i>Queensland Building Services Authority</i> – confirmation of insurance having been paid for building work which exceeds \$3,300 in value	
4	Owner Builder permit if building works exceeds \$11,000	
5	<i>QLeave</i> – confirmation of this having been paid (for works over \$150,000)	
6	Provide a copy of the Survey Plan for the property (available from DERM – Department of Environment and Resource Management)	
7	Water and Sewer Main location report (obtainable from Council’s Water Utilities section).	
8	If building near or over a sewer main and the building and structure does not comply with the acceptable solution under Queensland Development Code MP 1.4., approval is required from council’s Water Utilities section. Please apply in writing to the Water Utilities section and include a scaled site plan detailing location of structure , dimensions of boundaries and structural details.	
9	If building within Council Queensland Development code setbacks, apply in writing to Council’s Town Planning section requesting concession (using a Dispensation of Road Boundary setbacks form or a Boundary Relaxation form for side and rear boundaries). Include a detailed scaled site plan detailing location of structure and dimensions from boundaries.	
10	Site classification (Soil Report) to be submitted – 1 copy only.	
11	Engineering drawings for footings, slab and structural concrete and structural steel/timber – 3 copies with a Form 15 design certificate	
12	Architectural drawings per the Building Regulation drawn at a scale of not less than 1:100 (details 1:20, section 1:50 and site plan 1:200) – 3 copies. Please note location of smoke detector/alarm location/s on plans.	
13	Supply Council with the termite protection method for the structure/building.	
14	Details of methods of complying with the Building Codes of Australia Part 3.12 Energy Efficiency. This will be in a form of an energy efficiency design schedule or design report together with a Form 15.	
15	Details of method of complying with MP4.1 of the Queensland Development Code “Sustainable Buildings”.	
16	Proposal water saving measures (tanks) for dwellings proposed to be located in the previous Peak downs and Duaringa Shires.	
17	For building works, submit plans to Council.	

NO APPLICATIONS WILL BE ACCEPTED WITHOUT ALL RELEVANT INFORMATION AND PAYMENT OF FEES.

The following website's may provide you with assistance:-

Australia's guide to environmentally sustainable homes: www.yourhome.gov.au

Department of Housing and Public Works – www.hpw.qld.gov.au/construction/sustainability/Default.aspx

Queensland Building and Construction Commission – www.qbcc.qld.gov.au

Q-Leave – www.qleave.qld.gov.au

Department of Environment and Resource Management – www.derm.qld.gov.au

Department of State Development Infrastructure and Planning – www.dsdip.qld.gov.au

Central Highlands Regional Council – www.chrc.qld.gov.au

NOTE: IF IN DOUBT, PLEASE ASK COUNCIL FOR ASSISTANCE BEFORE LODGING YOUR APPLICATION

Schedule of Building Fees 2021/2022 Class 1 Structures

Name:	Date:
Address:	
Phone Number:	Fax Number:
Property Description:	

Account	Description	GST	Amount	Total
FEES FOR NEW DWELLINGS				
Single Story Dwelling				
273	Archival Fee – (Mandatory)	N	160.00	
272	Application, Assessment & Processing & Inspections (4)	Y	1656.00	
Double Story Dwelling				
273	Archival Fee – (Mandatory)	N	160.00	
272	Application, Assessment & Processing & Inspections (4)	Y	1804.00	
ALTERATIONS TO EXISTING BUILDINGS (CLASS 1 & 10)				
273	Archival Fee – (Mandatory)	N	160.00	
272	Application, Assessment & Processing & Inspections (2)	Y	875.00	
ALTERATIONS & ASSESSMENT OF MINOR WORKS (incl. retaining walls, fences over 2000mm, masts, poles, altered portions, etc.)				
273	Archival Fee – (Mandatory)	N	160.00	
272	Assessment & Processing & Inspections (2)	Y	417.00	
MULTIPLE UNIT DWELLINGS & DUPLEX				
273	Archival Fee – (Mandatory)	N	160.00	
272	Assessment & Processing & Inspections (4)	Y	POA	

Please note: Applications will not be accepted unless payment of fees has been received.

Building Forms can be found at:

[Forms, Fees & Information - Central Highlands Regional Council](#)