

Checklist – Building Application

Retaining Walls

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If it is proposed to alter the natural levels of an allotment by 300mm or more, Council needs details of the earthworks. This can easily show by submitting a cross section of the allotment. Depths of cut/fill should be indicated together with the proposed treatment upon completion of the building work. In some instances, it will be appropriate to indicate features on adjoining allotments e.g., existing retaining wall levels, carports, adjoining property windows to habitable rooms, windows to habitable rooms on your allotment.

Mandatory Documentation at Lodgement	Applicant Check	Council Check
1. Completed development application – Form 2		
2. Queensland building & construction commission. Registered builders \$3,300 and over – QBCC Certificate of Cover. Owner builders \$11,000 and over – Owner builder permit.		
3. One (1) copy of the site plan including contour plan. Finished ground levels to be noted. Show driveways and any other structures with 1.5m of the proposed retaining wall/walls.		
4. One (1) copy of the soil investigation report if available.		
5. One (1) copy of the engineer's design and certification in the Form 15 format for footing design.		
6. Does an easement or underground infrastructure (sewer etc.) exist on your property? If yes, identify position and type of easement on submitted drawings.		

Payment of prescribed fees and charges is required on submission of the application.

Property address	
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Office Use Only – Planning & Land Management – Building

Receipt number		Fee	
Date		Officer name	

Please return your completed form to the following address, or email info@sbrc.qld.gov.au
 for enquiries, contact (07) 4189 9100
 South Burnett Regional Council
 PO Box 336, Kingaroy Qld 4610