

Checklist – Building Application

Garages, Carports, Covered Areas & Shipping Containers used as sheds

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Mandatory Documentation at Lodgement	Applicant Check	Council Check
Completed development application – Form 2		
Queensland Building and Construction Commission <ul style="list-style-type: none"> • Registered Builders \$3,300 and over – QBCC Certificate of Cover • Owner builders \$11,000 and over – Owner Builder Permit Completion of the Owner Builder course does not provide an Owner Builder Permit. An application needs to be made to the QBCC at https://www.qbcc.qld.gov.au/your-property/owner-build/apply-owner-builder-permit		
One (1) copy of full dimensioned Site plans showing the following details: <ul style="list-style-type: none"> • Location and orientation of proposed building including distance from existing buildings. • Boundary setback distances • North point • Stormwater management • Location of sewer and water infrastructure • Location of existing housing drainage 		
One (1) copy of fully dimensioned Elevation plans showing the following details: <ul style="list-style-type: none"> • Finished ground level • Overall height above finished ground level • Stairs (if applicable) • Balustrades (if applicable) • Thresholds 		
One (1) copy of fully dimensioned Floor plans showing the following details: <ul style="list-style-type: none"> • Floor area • Room labels • Internal wall set out 		
A site Soil investigation prepared by a Geotechnical Engineer or the Engineer designing the footings. The Site Investigation report must provide a Site Classification in accordance with Section 2 of AS2870-2011 – Residential footings and slabs.		
Structural Engineering		
Provide the following details: <ul style="list-style-type: none"> (a) Slab / Footing design (b) Tie down and bracing 		

<p>The structural engineering plans for the proposed buildings must be endorsed on a form 15 Compliance certificate for building design or specification and the person completing the form must be registered as an RPEQ and a competent person to certify the engineering component of this structure, in accordance with Part 6 of the <i>Building Regulation 2021</i> and Section A5G3 of the National Construction Code 2022.</p>		
<p>Note: In accordance with Section A5G3, of the National Construction Code 2022 (NCC) the Plans and or Certificate must reference:</p> <ul style="list-style-type: none"> • NCC 2022 Volume 2 and Housing Provisions. • Relevant Australian Standard/s and correct standard years including the AS1170 series and AS2870-2011. • List Signatory Qualification and Accreditation details. 		
<p>There may be circumstances that require submission of additional information to allow processing of the application to be completed.</p>		
<p>Property address</p>		
<p>Office Use Only – Planning & Land Management – Building</p>		
<p>Date</p>		
<p>Officer full name</p>		
<p>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</p>		