

APPLICATION INFORMATION

THIS INFORMATION IS DESIGNED TO ASSIST YOU WITH THE PREPARATION OF THE REQUIRED DOCUMENTATION FOR A BUILDING APPLICATION SO IT CAN ASSESSED BY ISAAC REGIONAL COUNCIL (COUNCIL) IN A TIMELY MANNER. PLEASE NOTE, APPLICATIONS MISSING ESSENTIAL INFORMATION AND/OR FEES WILL TRIGGER AN ACTION NOTICE FOR A NOT PROPERLY MADE APPLICATION, WHICH WILL CREATE DELAYS IN THE ASSESSMENT PROCESS.

APPLICATION CHECKLIST

<input type="checkbox"/> DA Form 2 – Building Work Details (The link for this form and can be found under the “Building” section of Council’s website. www.isaac.qld.gov.au)	<input type="checkbox"/> Payment of Fees (A full schedule of fees and charges are available on Council’s website. We are happy to assist you by confirming the fees required for your application.)
<input type="checkbox"/> Site Plan and Contour Plans (Site Plan is Mandatory) (Contour Plans if Applicable)	<input type="checkbox"/> Q Leave
<input type="checkbox"/> Referral Checklist for Building Work (If Applicable)	<input type="checkbox"/> Owner Builder Number (If Applicable)
<input type="checkbox"/> Engineering and Architectural Plans (Including Certificate)	<input type="checkbox"/> Soil Test Report (If Applicable)
<input type="checkbox"/> QBCC Insurance Notification (If Applicable)	<input type="checkbox"/> Proposed method of Termite Control (If Applicable)
<input type="checkbox"/> Siting Concession Approval (If Applicable)	

Applications may be lodged either:

records@isaac.qld.gov.au

Isaac Regional Council
PO Box 97, Moranbah QLD 4744

In person to your local Isaac Regional Council Office

FURTHER ASSISTANCE

Should you require further assistance, please do not hesitate to contact Council’s Building Services Department by phoning 1300 ISAACS (1300 47 22 27).

Isaac Regional Council is collecting personal information you supply on this form to manage, monitor and improve its service delivery in relation to building applications. Your personal information will be used by Council officers authorised to do so. Your information will not be given to any other third parties or agencies unless required under the law or unless permission is sought from the person declared within this request. Personal information is handled in accordance with the *Information Privacy Act 2009*.

CHECKLIST – APPLICANTS TO COMPLETE AND PROVIDE LISTED DOCUMENTS

DA FORM 2: BUILDING WORK DETAILS	This form must be used to make a development application involving building work . For a development application involving building work only, use <i>DA Form 2 - Building work details</i> only. The <i>DA Forms Guide – Relevant Plans</i> provides advice about how to complete this form. This can be found on Council’s website under the “Building” section
SITE PLAN	1 copy is required – plans are to be no larger than A3 Please refer to the <i>DA forms guide: Relevant plans</i> for what information should be included on a site plan. Please note: photographs can provide a good record of important site features as well as existing and adjoining uses and street context.
REFERRAL CHECKLIST FOR BUILDING WORK	This referral checklist is required where any aspect of building work for a development application requires referral as identified in <i>DA Form 2 – Building work details</i> . All relevant referral requirements for the development application are to be identified on this checklist. This checklist is to accompany <i>DA Form 2 – Building work details</i> for all development applications for building work that require referral.
ENGINEERING & ARCHITECTURAL PLANS	1 copy is required – plans are to be no larger than A3 Please refer to the <i>DA forms guide: Relevant plans</i> for what information should be included on building plans.
QBCC INSURANCE NOTIFICATION	Where a licensed builder has been contracted to perform the building work and the project value is greater than \$3,300.00, the Queensland Building and Construction Commission (QBCC) requires that insurance be paid on the project.
OWNER BUILDER NUMBER	Property owners may perform building work up to the value of \$11,000.00 (i.e. the cost if a builder performed the work including all labour and materials). The Owner Builder may be required to provide evidence of a breakdown of the value of building work. An Owner Builder permit, issued by the QBCC, will be required for work valued greater than \$11,000.00. A copy of the Owner Builder’s permit is required before a building approval may be issued. For further information, please contact the QBCC on 139 333 or visit www.qbcc.qld.gov.au .
Q LEAVE	For proposed construction work valued at greater than \$150,000.00 exclusive of GST, the Building and Construction Industry (Portable Long Service Leave) Levy and Workplace Health and Safety Notification fees must be paid. Payment can be made online at www.qleave.qld.gov.au and evidence of payment must be provided prior to lodgement of the application.

TERMITE CONTROL	The building application must indicate which type of termite control system is intended to be used. Upon completion of the termite treatment or installation, a certificate (usually Form 16) from the termite barrier installer must be supplied.
SOIL TEST REPORT	<p>A soil investigation report (conducted by a certified person or company) must be provided with any building application for a new dwelling, major extension to a dwelling or the like. The soil test report must be addressed to the property owner and the assessment manager, clearly flagging that the report is for use and reliance by the assessment manager.</p> <p>Reports require the following:</p> <ul style="list-style-type: none">• Be dated;• Include a unique document number (with a revision code for amendments);• Indicate the name of the person who prepared the report;• Be reproduced at A4 size;• Be capable of black and white photocopying without affecting the clarity of graphics.
SITING CONCESSION	<p>Only applicable for Class 1 & 10 structures</p> <p>Applicable if proposed structure fails to meet development requirements set out in the <i>Queensland Development Code MP1.1 & MP1.2</i></p>

BUILDING APPROVALS

'Building work' under the *Planning Act 2016*:

(a) Means—

1. Building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or
2. Works regulated under the building assessment provisions; or
3. Excavating or filling for, or incidental to, the activities stated in subparagraph i); or
4. Excavating or filling that may adversely affect the stability of a building or other structure, whether on the premises on which the building or other structure is situated or on adjacent premises; or
5. Supporting (vertically or laterally) premises for activities stated in subparagraph i).

Please note: There are further meanings under the *Planning Act 2016* for Queensland heritage places.

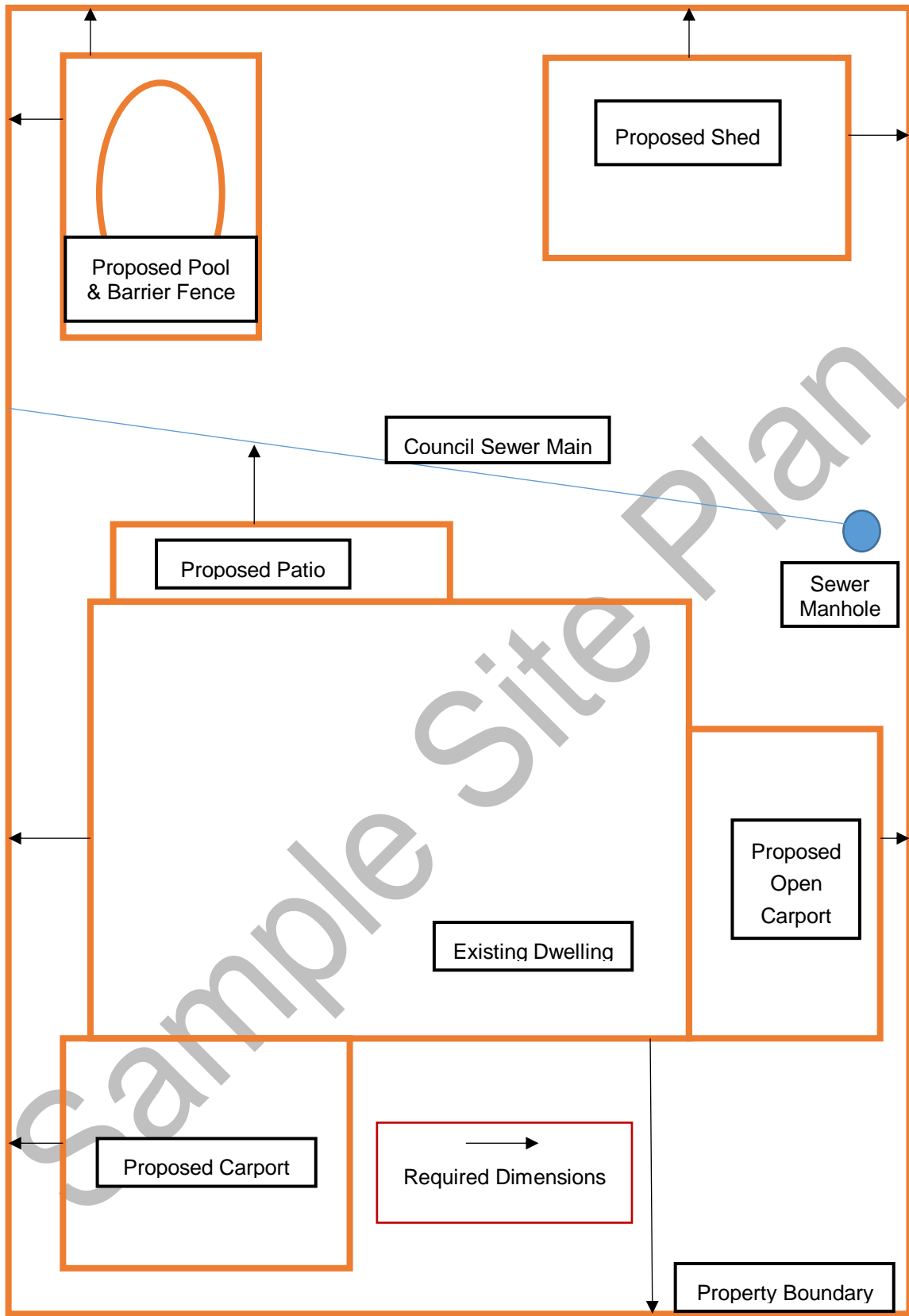
OTHER APPROVALS

In some cases your proposal may require Town Planning Approval or a Siting Concession Approval (boundary setback relaxation or site coverage relaxation approval).

Town Planning Approval may be required for (*but is not limited to*):

- a) Multiple dwellings on one lot;
- b) Home-based businesses;
- c) Increases in scale and intensity of a business's activities.

Mandatory Part 1.0 of the *Queensland Development Code* outlines the design and siting standards (boundary setbacks and site coverage limits) for detached housing on lots under 450m², lots 450m² and over, duplex housing and building over or near relevant infrastructure. For further information, visit the Department of Housing & Public Works website: www.hpw.qld.gov.au.



Road – Street Name