

BUILTFORM AU

CHECKLIST – Building Application

Residential – Class 1 and 10



CLASS 1 & 10 - ALL APPLICATIONS

- ☐ Completed **DA Form 2**
- ☐ Signed BB Owner/s Consent Form
- ☐ Current Qld Title Search/ proof of ownership
- ☐ Payment of our Invoice
- As applicable:**
- ☐ QBCC Confirmation of Insurance
(Builder works over \$3,300) AND/OR
Owner Builder Permit
(Owner Builder works over \$11,000)
- ☐ QLeave Levy (Portable Long Service Leave)
(works over \$150,000 excl. GST)
- ☐ Planning Approval/ Referral Response**
- ☐ Plumbing Approval** (non-sewered sites)
- ☐ Council Bond Receipt (Removal/ Demo, Op Works etc)
- ☐ Performance Solution/ CodeMark*

1A/1B - HOUSE, UNIT, DUPLEX

- ☐ Plans – Site, Floor, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, contours, smoke alarms, building materials/colours)
- ☐ Plans – Structural*
(Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown & Bracing Method/s)
- ☐ Soil Test Report* (non-sewered sites require additional hydrology/permeability for wastewater design)
- ☐ Energy Efficiency Compliance

As applicable:

- ☐ Confirmation of Water Connection
- ☐ Geotechnical Report* (Stability/ Site Constraint)
- ☐ Hydrology/ Hydraulic Report* (Flood/ Site Constraint)
- ☐ Bushfire BAL Level/ Report* (AS3959 Compliance)
- ☐ Acoustic Report* (Road/Rail/Air Corridors)
- ☐ Fire Wall/ Separation Method
- ☐ Termite Treatment Method/s
- ☐ Truss Report/ Layout* (if available prior to approval)
- ☐ Engineer's Structural Adequacy Report*
(Existing Works/ Removal/ Reinstated Homes)
- ☐ Livable Housing, LHA / NDIS Accreditation*

1B – B&B, GUEST HOUSE

Per CLASS 1A with the following:

- ☐ Fire Safety Features (Smoke Alarm, Emergency Lighting)
- As applicable:**
- ☐ LHA/ NDIS Design Accreditation*
- ☐ Accessibility Compliance

10A GARAGE, SHED, CARPORT, PATIO, DECK, VERANDAH, FLYOVER ETC

- ☐ Plans – Site, Floor, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, contours, building materials)
- ☐ Plans – Structural*
(Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown, Attachment to Existing & Bracing Method/s)

As applicable:

- ☐ Soil Test Report*
- ☐ Bushfire BAL Level/ Report* (AS3959 Compliance)
- ☐ Fire Wall/ Separation Method
- ☐ Engineer's Structural Report*/ Inspection
(Existing Works/ Reinstated Buildings)

10B – POOL, SPA & BARRIER

- ☐ Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, fence/ gate & CPR sign)
- ☐ Swimming Pool/Spa Structure:
 - Structural Design Plans* and/or
 - Manufacturers Design & Installation Manual
(Portable Spas/ Pools/ Inflatable)
- ☐ Pool Fencing details*
(Glass, Tubular, Timber, Non-climb pool side/building, other Barrier/s and proposed distance from pool edge)

Note: Equipotential Bond Requirements

- ☐ Pool Pump & Filter Manufacturer's Brochure

As applicable:

- ☐ Soil Test Report*
- ☐ Engineer's Structural Report*/ Inspection
(Existing, where proposed on deck, rooftop deck etc)
- ☐ Enclosure Details & Door Access (Indoor Pool only)

* [Qld Building Forms](#) – Approved Forms under the *Planning Act 2016 & Building Act 1975* e.g. Certificate/s from RPEQ/ Designer/ Competent Person/ QBCC
Licensee RPEQ = Engineer as Competent Person under *Qld Building Act 1975* Designer = QBCC licensed Building Designer, Builder and/or Competent Person
**Builtform can assist clients in coordinating these applications at the request of the client/s.

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10B – RETAINING WALL, FENCE, SCREEN, SIGNS

Note: It's not always the "under 1 metre high" rule which applies!

Building Approval is required in accordance with Building Regulation 2021 including where other building assessment codes are triggered (e.g. QDC Design & Siting, Amenity & Aesthetics, Relevant Infrastructure & other codes – Heritage/ Character sites may also have specific requirements)

- ☐ Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, contours, heights)
Note: where any part of the structure is built over the boundary (e.g. footing/foundation) Builtform Boutique requires adjoining land owner's consent and details as the building approval and all other required responses will be issued with respect to the affected lot/s.
- ☐ Retaining Wall Structure:
 - Structural Design Plans*
(Soil, Cut/Fill, Foundation, Footing, Slab, Materials & Methods & Fencing Connection/ Construction)
Note: Retaining Walls may require a site-specific design for proximity to infrastructure, existing/proposed buildings, structures, other retaining walls, batters, surcharge load, site constraints.
- ☐ Fencing/ Screen details*
 - Structural/ Manufacturers Design & Installation
(Refer to 10B Pool, Spa & Barrier for Pool fence compliance)
Note: Existing Retaining Walls may require a redesign and further works where a new fence/screen etc are proposed as the original design & construction may not have included the load/ influence of fences, screens and other buildings/structures
- ☐ Screen/ Sign Structure:
 - Structural/ Manufacturers Design & Installation*
(Soil, Cut/Fill, Foundation, Footing, Slab, Materials & Methods & Fencing Connection/ Construction)

10B – RAINWATER TANKS

- ☐ Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, contours, heights,)
- ☐ Rainwater Tank Structure:
 - Structural Design Plans*
(In-ground & Engineer designed tanks)
 - Manufacturers Brochure & Installation Manual
(Poly, Metal tanks etc)

RETROSPECTIVE / EXISTING WORKS/ REPLACEMENT CERTIFIER

Per the relevant work listed plus;

As applicable:

- ☐ Inspection/ Aspect Certificates (Form 12, 43)*
(i.e. QBCC Licensed Building Certifier and/or Approved Competent Person/s for all mandatory stages and inspections carried out under the approval conditions and Guidelines)
- ☐ Aspect Certificate/s (Form 12 – Approved Competent Person)*
(e.g. Cadastral Land Surveyor, RPEQ for Foundation, Footing, Frame, Structural, Civil Works, Stormwater Management (Units), specialist reports/ aspect inspection certificates)
- ☐ Aspect Certificates (Form 43 – QBCC Licensee)*
(e.g. Smoke Alarm, Glazing, Waterproofing, Termite/Pest Management, Energy Efficiency, Stormwater)
- ☐ Aspect Certificates (Form 43)*
(Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown & Bracing Method/s)

IMPORTANT FORMS

- ☐ DA FORM 2 – Building Application Form
- ☐ PLANNING FORMS (DA Form 1, DA Form 2 Referral)
- ☐ BUILDING FORMS
 - Form 12 – Competent Persons Inspection
 - Form 15 – Design & Compliance
 - Form 16 – Stage Certificate
 - Form 30 – Accepted - QBCC licensee
 - Form 43 – Aspect - QBCC Licensee
- ☐ Queensland Development Codes (QDC)
- ☐ PLUMBING FORMS
- ☐ Qld Government Guidelines
 - Relevant Forms
 - Mandatory Inspections
 - DA Rules Guide
- ☐ Development Assessment Rules
- ☐ Form 22 - Notice of Discontinuance

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