

BUILDING APPLICATION GUIDELINES

DID YOU KNOW?

A building approval is required when a structure is proposed to be built or altered, to ensure it will be structurally safe and located appropriately to meet the requirements under the *Building Act 1975*, National Construction Code, Australian Standards and guidelines.

You may need to obtain a Referral Agency Response application and/or a Development Application might also be required before you build.

Building Application Documentation

To lodge your application with Council, you will need to submit the following documentation:

- DA Form 2
- Site Plan
- Elevations Plan
- Floor Plan

The following documents ***may also*** be required:

- QBCC Home Warranty Insurance (if builder is a registered builder and project value is greater than $3,300)
- Owner Builder Permit (if owner builder project is greater than $11,000)
- Portable Long Service Leave Levy Receipt (if project value is greater than $150,000)
- Form 15's (Structural Engineer RPEQ drawings/ specifications/design certification) – specifications of the fit out, bracing, timber schedule, tie down details etc., If connected to a building, then connection details will also be required. If timber trusses to be installed, then timber truss layout/tie down details will be required.
- Wind Category Design Certification
- Energy Efficiency Design Calculations
- Window/Door Sizes
- Method of termite treatment used
- Soil Test Report – for footings design & on-site sewerage design (if applicable).
- One copy of plumbing/layout plan

You can also use the Building Application Checklist to assist you with submitting the right application material.

Where to lodge your application

Email: mail@cook.qld.gov.au
Post: PO Box 3, Cooktown Qld 4895
Visit: Council Administration Offices - 10 Furneaux Street, Cooktown

Lodgement Fees

View Council's Fees and Charges Schedule for application and assessment fees.

Assessment Process

The process for assessing an applications legislated under the *Planning Act 2016*. Council will assess building applications against required legislation and regulations within the timeframes set by the legislation.

Building Inspections

When a development approval is given, a condition of the approval will require certain mandatory inspections to be carried out.

The development approval will state which stages of work must be inspected and outline any conditions required. The purpose of the inspections is to ensure the building work is carried out in accordance with the development approval and relevant building codes or standards. The owner and/or builder are responsible for notifying Council when stages of work are ready for inspection, for example:

- after excavation of foundation material and before the footings for the building are poured.
- after the placement of formwork and steel for the slab, but before the concrete for the slab is poured.
- After the completion of all framing, including bracing and tie down, prior to fixing the flooring, cladding and roofing.
- If reinforced masonry construction is used for the frame of the building, before the wall cavities are filled with concrete.

Council's Contract Building Certifiers are available most **Thursdays each week** on appointment. Bookings are preferred **48 hours** in advance, to ensure availability.

Please contact Council's Planning and Environment Team on: Ph: 07 4082 0500 or E-mail: mail@cook.qld.gov.au to schedule in an inspection.