

APPLICATION FORM – DA FORM 2

Application forms are available from our website. Our friendly staff can assist you to complete these forms. Please note that:

- Please nominate the builder for the proposed work and the total value of the work including labour, materials & GST.
- Should the value of the work exceed \$3,300, the builder must pay insurance to the QBCC. A copy of the QBCC Confirmation of Insurance letter must be submitted before the application is approved.
- Should the value of the work undertaken by the owner exceed \$11,000, a copy of the owner builder permit must be submitted with the application.
- Should the value of the work exceed \$150,000, a copy of QLeave Notification and Payment Form must be provided to verify that a levy has been paid or an exemption given.

DRAWINGS

An electronic copy in PDF format is preferred. Otherwise one copy of all drawings in either A4 or A3 format. The plans should include:

- Site plan, elevations & sections containing sufficient information to assess compliance with relevant codes and standards.
- A framing plan showing all structural member sizes, tie down schedule, and bracing layout & calculations, or if using engineered frames and trusses, the engineering details and design certificates.
- A soil report and structural engineer's footing & slab design will be required for substantial building work, including proposed new dwellings and dwelling extensions. Please check that the engineer is recognised by us as competent and registered with the Board of Professional Engineers of Queensland (RPEQ).

Please note that drawings should be drawn neatly and to scale. Poor quality drawings will be rejected. It is preferable that drawings are prepared by an Architect or licensed draftsman.

PROPERTY INFORMATION

The following property information may be purchased as part of the application process:

- A current title search (less than 30 days old);
- A registered plan showing the size and layout of the lot;
- As-constructed sewer and/or stormwater drainage plans; and
- Council property information details.

ADDITIONAL MATTERS

In many cases an additional application must be made to Council. If this is the case, we can prepare and manage this application on your behalf at a small additional cost.

PLUMBING AND DRAINAGE

Should proposed building work involve the installation of plumbing & drainage fixtures such as a basin or toilet, separate approval will need to be obtained from Council.

BUILDING OVER SEWER

Building close to sewer or stormwater mains will require a separate application to be made to the service provider.

SITING

Buildings that do not meet minimum setbacks applying to the property will require a relaxation application to be made to Council for approval. In some cases town planning approval may be required.

TOWN PLANNING

Building work may trigger approval under the planning scheme. If this is the case a separate town planning application will be required. We can prepare and manage simple applications.

AMENITY AND AESTHETICS

Some work triggers a referral to Councils because it might be in extreme conflict with the amenity of a neighbourhood. Examples include removal houses and shipping containers.

FLOODING

Councils specify minimum floor levels for land affected by flood or high tide levels, stormwater overland flow paths and the like.

BUSHFIRE

Properties designated by Councils as being located in a Bushfire Prone Area will require an inspection of the property to determine the level of construction required for the building work to comply with Australian Standard AS3959-2009 Construction of Buildings in Bushfire-Prone Areas.

EXISTING BUILDING WORK

Please refer to our Fact Sheet for Approval of Existing Work.