



# 3

## Documentation required for Building Rules Consent

Refer to Council's [Development Information Guides](#) for further information.

- ✓= Compulsory requirement
  - = Possible requirement dependent on circumstances
- Refer to notes over page.

Your application can only be assessed when the complete set of required documents and applicable fees are provided in line with [Schedule 5 of the Development Regulations 2008](#). Assessment time will be quicker for applications that are well prepared.

Type of Development	Required Documents	Refer to Information Guides at <a href="#">Development Information Guides</a>																							
		Development Application Form	Application Fee	Indemnity Insurance	Construction Industry Training (CITB) Levy	Site Plan	Sections	Floor Plan / Plan View	Elevations	Structural Engineers Report	Roof, Wall, Floor & Framing Details	Wet Area Specifications	Energy Efficiency Assessment	Truss Calculations	General Specification	Manufacturers Details	Location of Smoke Detectors	Protection of buildings exposed to brush fences	Water Efficiency – Rainwater Tanks	Stair & Balustrade Construction Details	Stormwater Drainage Plan	Details of Pool Safety	Fire Safety Requirements	Access (Disabled Persons)	Toilets (Disabled Persons)
Reference for ● (over page)				a	b	c			d	e	f	g	h	i	j	k	l	m	n		o	p	q	r	s
Dwellings and Dwelling Additions/Alterations		✓	✓	●	●	✓	✓	✓	✓	✓	●	●	●	✓	●	✓	●	●	●	✓	●	●	●	●	●
Demolition		✓	✓	●	●	✓	-	-	-	-	-	-	-	●	-	-	-	-	-	-	●	-	-	-	-
Carports, Garages, Verandas, Pergolas, Shade Structures, Decking		✓	✓	●	●	✓	✓	✓	✓	●	✓	●	-	●	-	-	-	-	●	✓	●	●	-	-	-
Swimming Pools and Spas		✓	✓	●	●	✓	✓	-	✓	✓	-	-	-	-	✓	-	-	-	-	-	✓	-	-	-	-
Fences and Retaining Walls		✓	✓	●	●	✓	✓	✓	✓	●	✓	-	-	-	●	-	●	-	-	-	●	-	-	-	-
Signage		✓	✓	●	●	✓	●	-	✓	●	-	-	-	-	●	-	-	-	-	-	-	-	-	-	-
Change in Classification		✓	✓	●	●	✓	✓	✓	✓	●	●	●	✓	●	-	●	●	●	●	✓	●	●	●	●	●
Commercial/Industrial		✓	✓	-	●	✓	✓	✓	✓	●	✓	●	●	✓	●	●	●	-	●	✓	●	✓	●	●	●

## Reference Notes

- a. A certificate of builder's indemnity insurance is required to be provided when a licensed builder, a licensed trade's person or a licensed building supervisor has been engaged for residential construction work valued at \$12,000 or more. (Note that indemnity insurance is also required for owner builders who hold a builders licence.)
- b. Where the estimated value of building or construction work exceeds \$40,000 the project owner is required to pay the Construction Industry Training Levy (0.25% of building work value). Payment can be made to the Council, or to the Construction Industry Training Board. In this instance, a receipt of payment must be supplied to Council with the development application.
- c. Sections will be required where it is necessary to clarify methods of construction or design. This will be determined by the designer or architect, or may be requested by the Council assessment officer.
- d. A structural engineers report is not required if; the site soil classification is either A or S and the type of building structure proposed is not full masonry, or additions where the size of the addition does not exceed 30m<sup>2</sup>. Note that footing details are still required but if they meet the concessions above they do not need to be designed by a professional engineer.
- e. Floor, wall and roof framing plans may be required to verify that the existing building is capable of resisting any additional loads as a result of the new classification.
- f. Wet area specifications must be provided for all toilets and wet areas.
- g. All buildings require an energy efficiency assessment unless the documentation is adequate for the Building Officer to determine compliance with the deemed to satisfy provisions of the BCA.
- h. When trusses are used in a building, the truss manufacturers computer data calculations, truss layout and design, and fixing and bracing details will be required.
- i. Provide details specifying the method of demolition in the development application form.  
*Note – Please refer to AS2601: The Demolition of Structures.*
- j. Details are required to be provided to confirm that building components (including fibre-cement wall cladding, fireplaces, etc) will be installed in accordance with the manufacturers' recommendations.
- k. The location of smoke detectors is required for a change in classification to a residential building and in some situations commercial buildings containing sleeping areas.
- l. Where a dwelling or dwelling addition is within 3 metres of an existing brush fence or a new brush fence is proposed within 3 metres of an existing dwelling the external walls are required to be fire rated.
- m. Collection and storage of rainwater to supplement mains water is required for all new dwellings and extensions or alterations incorporating a toilet or laundry or water heater where the roof catchment area exceeds 50m<sup>2</sup>, except where connection to recycled stormwater is available.
- n. When a building contains stairs, the manufacturer's design details must be provided, or, if the stairs are not a proprietary design, a design showing a stair layout plan, construction details of the stairs/balustrade and structural calculations will be required.
- o. If the site where development is being undertaken contains a swimming pool, details of the swimming pool safety barrier and property boundary fencing will be required.
- p. Fire safety measures may be required where the building or structure is proposed to be located near a boundary, another building on the same site, for garages, carports, etc between a boundary and dwelling and for semi-detached dwellings. **With larger residential, industrial and commercial buildings fire safety measures are quite complex. For guidance, preliminary designs should be discussed with a Building Officer.**
- q. Requirements for access for disabled persons are dependent on the class of building, number of people using the building and for alterations of an existing building -the nature of the work involved. Note that for development involving 20 or more Class 1a dwellings access must be provided to and within the greater of one dwelling or 5% of the total dwellings.
- r. Requirements for accessible toilets for disabled persons are dependent on the classification of the building and the number of people who use the building. **For guidance, preliminary designs should be discussed with a Building Officer.**
- s. Requirements for accessible car parking for disabled persons are dependent on the class of the building and the number of carparks required for the public. **For guidance, preliminary designs should be discussed with a Building Officer.**