



Etheridge Shire Council

Building / Plumbing Application Checklist

Front Counter Use

Building

	Yes	No
Form A is attached – Application form has been filled out correctly with the owner’s details, address and information (Lot & Plan) matching Councils rates database.	<input type="checkbox"/>	<input type="checkbox"/>
Form A has been signed by applicant (applicant can be either owner or builder)	<input type="checkbox"/>	<input type="checkbox"/>
Form B is attached – Application form has been filled out correctly and all relevant questions completed	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Q-Leave form if the value of the job is \$80,000 or over (owner builders do not pay but must fill out form and Post Office must receipt the form)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Confirmation of Insurance from QBSA (if applicable) attached	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Owner Builder Number form if over \$6,600 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of plans (NO LARGER THAN A3), including three (3) copies of site plan	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Engineers Certificate for dwellings, steel framed sheds etc (Sometimes the plans are just stamped, however we always require a certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Energy Efficiency Report when the application is for ALL habitable buildings (excluding sheds, garages etc)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Soil Report for On-Site Sewerage Treatment/Septic System – Three (3) copies of the drainage plan.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Termite Treatment Form to be completed and signed by the owner (not required for steel frame sheds)	<input type="checkbox"/>	<input type="checkbox"/>
Fees paid and receipt numbers, date received recorded at bottom of Part A & Part B forms	<input type="checkbox"/>	<input type="checkbox"/>
Both Part A and Part B Date Stamped at top	<input type="checkbox"/>	<input type="checkbox"/>

Plumbing

Form 1 is attached	<input type="checkbox"/>	<input type="checkbox"/>
Form 2 is attached	<input type="checkbox"/>	<input type="checkbox"/>
If new dwelling , site and soil evaluation is needed	<input type="checkbox"/>	<input type="checkbox"/>
If extension is a bedroom , site and soil evaluation is needed	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE THAT IF THE ABOVE INFORMATION IS NOT SUBMITTED IN FULL WITH THE APPLICATION, THIS MAY DELAY THE PROCESSING OF APPLICATION.

FOR MORE INFORMATION, PLEASE CONTACT THE BUILDING DEPARTMENT ON 4096 5311.