



# ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

## THIS CHECKLIST IS TO BE USED AS A GUIDE FOR BUILDING and PLUMBING APPLICATIONS BEING LODGED WITH COUNCIL

ALL PLANS ARE TO BE SUBMITTED IN A4 OR A3 SIZE ONLY

### Applicants Checklist for New Dwelling Applications:

- IDAS Forms Part 2 (see below for web site application forms availability)
  - Plumbing Form 1 - Compliance assessment application (see below for web site application forms availability)
  - Two (2) original copies of Structural Plans including site plan (these are required to be stamped by an Engineer and Form 15 attached)
  - Soil Test report
  - Energy efficiency compliance calculations and certificate
  - QBCC **Confirmation of Insurance Certificate** builder to obtain for work over - \$3,301.00 (Owner Builders are exempt)
  - Owner Builder Permit (if works are over \$11,000.00)
  - QLeave – (Portable Long Service Leave) – Residential construction over \$150,000.00 Builders – Form and payment to be made at the Post Office – *Owner Builders must submit the form; however, no fee is required to be paid at the Post Office.*
  - Copy of the contract if the land is not registered under current owner's name
  - Two (2) copies of Plumbing Plans
  - On site sewerage treatment report (if applicable – refer Soil Test Report)
  - Water meter connection form (if no meter is connected)
  - Appropriate fees to be paid
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### Applicants Checklist for Alterations or Additions to a Dwelling (class 1a) e.g. lounge room, bedroom, bathroom, etc.

- IDAS Form Part 2 (Plumbing Form 1 - Compliance assessment application if required) [see below for web site application forms availability]
- Two (2) copies of Structural Plans and Form 15 (Two [2] copies of plumbing installations if required)
- All copies of plans are to be stamped by an Engineer and Form 15 attached
- Two (2) copies of Site Plans, indicating distances from boundaries
- Two [2] copies if plumbing is required
- Energy efficiency compliance calculations and certificate for additions to a dwelling (class 1a)
- QBCC **Confirmation of Insurance Certificate** builder to obtain for work over \$3,301.00
  - Owner Builder Permit if building work exceeds \$11,000.00
- QLeave – Required if work over \$150,000.00 (see above).

**NB – At the Assessment Manager's Discretion you may be required to supply a Soil Report for additions to a dwelling (class 1a)**

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## **Applicants Checklist for Class 10 Structures e.g. Sheds, Carports, Garages, Retaining Walls, Patios, Shade sails, Decks Applications**

- IDAS Forms Part 2
- Two (2) copies of Structural Plans and Form 15
- Plumbing Form 1 - Compliance assessment application (if required)
- Two (2) copies of plumbing installations (if plumbing required)
- All copies of plans are to be stamped by an Engineer and Form 15 attached
- Two (2) copies of Site Plans, indicating distances from boundaries
- Sewer plan (if applicable)
- QBCC **Confirmation of Insurance Certificate** builder to obtain for work over \$3,301.00  
– Owner builder permit if building work exceeds \$11,000.00
- QLeave – Required if work over \$150,000.00 (see above).

**NB – Demolitions, retaining walls & swimming pools do not require QBCC insurance, owner Builder permit required if total cost of works is over \$11,000.00.**

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## **Applicants Checklist for Swimming Pool Applications**

- IDAS Forms Part 2
- Two (2) copies of Structural Engineered Plans & Form 15
- Two (2) copies of Site Plans and **must clearly indicate:**
  - **where the pool fencing will be;**
  - **the type of fencing; and**
  - **where the gates are.**
- Sewer plan (if applicable)

## **Applicants Checklist for a Re-Roof Application**

- IDAS Forms Part 2
- Scope of Works, including tie-down details (refer web site for guideline for roof repair <http://www.hpw.qld.gov.au/SiteCollectionDocuments/repair-roof-after-cyclones.pdf> )
- Roof insulation details to be detailed on plans or specifications
- BSA Insurance **Confirmation Certificate** for work over \$3,301.00 or Owner Builder's permit if over \$11,000.00.

### **NOTES:**

- **Relevant fees apply for all building and plumbing works**
- **Web Sites for Building and Plumbing Application Forms:**
  - <http://www.hpw.qld.gov.au/aboutus/ReportsPublications/FormsTemplates>