

## Sheet 05: Application for Dwelling (New, Addition / Alteration To)

This document is a guide to provide information on general building application requirements for the following types of building works relating to a dwelling:

- A new building constructed either on site or as a manufactured building transported to the site;
- Relocated from a site and re-instated as a dwelling on an allotment;
- Additions / structural alterations constructed to an existing dwelling; or
- Change of use of a Class 10 component of the dwelling to a Class 1 (ie converting a garage to a habitable room).

## Definition of a Dwelling

Definitions for a dwelling are detailed within the Livingstone Shire Council Planning Scheme and the Queensland Development Code MP1.1 or MP1.2.

## Matters to Note

**Siting Requirements:** The *Queensland Development Code* regulates siting requirements for single detached dwellings and Class 10 type structures. Please refer to Council's information sheet on siting requirements or the *Queensland Development Code* on the state government website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

**Siting Requirements Planning Scheme:** The [planning scheme](#) has 'alternative provisions' which provide boundary setbacks which differ with the *Queensland Development Code*. Where such provisions exist, then the [planning scheme](#) provisions override the *Queensland Development Code*. Check the [planning scheme](#) for any alternative provisions relating to boundary setbacks, siting and size of specific structures.

**Other Applications Required:** Refer to Information Sheet '*General – Building Development Applications*'.

**Websites for Forms/Other Information:** Please refer to Information Sheet '*General – Building Development Applications*'.

**Wind Category Rating:** Building work is required to be designed to comply with the wind rating of the property on which the development is to occur (either Non-Cyclonic or Cyclonic). The building plans/documents must confirm the design standard. To find out the wind rating of your property contact either your nominated Registered Professional Engineer of Queensland or the Building Certifier nominated to assess the application.

## Other Applications Required

### Planning Approval:

Any building work which changes the use of the land should be checked against the [Planning Scheme](#) provisions/requirements that apply to your property. Building work may:

- not be able to comply with the relevant *accepted with requirements* provisions; or
- be identified and require a planning approval prior to any building approval being granted; or
- be located in an area identified with a "feature" (refer to overlay mapping within the [Planning Scheme](#)) which requires planning approval.

Contact Council's [Duty Planner](#) for confirmation.

### Plumbing Approval:

Any plumbing and/or drainage work associated with a new building will require a plumbing permit.

### Removal of a Building From A Site (but not to a depot/storage site):

A building application is required for the removal of a dwelling from a site (please refer to separate Information Sheet). If the removal of the building requires the disconnection of water or sewerage, then an application for plumbing and drainage works is required.

## How To Lodge The Building Application

The application can be lodged either via:-

- Council's on-line service available on its website (refer to Building Information Guide 00), or
- in person at the Yeppoon Town Hall, located at 25 Normanby Street, Yeppoon, or
- in person at the Emu Park Library, located at Hill Street, Emu Park.

## Documentation Required To Lodge a Building Application for a Dwelling (New / Additions To / Alterations To / Change of Use To)

<p><b>General</b></p> <p>1.1 Application Form 2</p> <p>1.2 If a registered builder is nominated and the cost of work exceeds \$3,300, then a receipt for the Queensland Building Services Authority insurance levy</p> <p>or</p> <p>1.3 If an Owner Builder project and the value of work exceeds \$11,000, then a copy of the Owner Builder Number advice provided by the Qld Building Services Authority</p> <p>1.4 If the value of the work is more than \$150,000, then payment of a Portable Long Service Leave is required to be paid at the post office and copy of receipt provided with the application.</p> <p><b>Floor Plans (minimum scale 1:100 – 1 set)</b></p> <p>2.1 Floor plan – full dimensions;</p> <p>2.2 Elevation and section plans – full dimensions;</p> <p>2.3 Design details (either engineer specifications and/or bracing, timber schedule, tiedown details);</p> <p>2.4 Floor level of building above adjacent finished ground level;</p> <p>2.5 Identify the use of the rooms;</p> <p>2.6 Smoke detector location/s;</p> <p>2.7 Method of proposed termite treatment;</p> <p>2.8 Wind category design details/ certification (Form 15);</p> <p>2.9 Energy efficiency design calculations; and</p> <p>2.10 Window / door sizes.</p>	<p><b>Site Plan (minimum scale 1:100 – 1 set)</b></p> <p>3.1 Full outline of property and dimensions;</p> <p>3.2 Location of ALL existing buildings and <b>clearly identify</b> the new building structure;</p> <p>3.3 North point;</p> <p>3.4 Road frontages to be identified;</p> <p>3.5 Easements/covenant areas on the site;</p> <p>3.6 Distance of all buildings from the boundaries;</p> <p>3.7 Location of sewer / method of roof stormwater discharge on the site;</p> <p>3.8 Details of any site works that are proposed to be carried out as part of, or for, the development;</p> <p>3.9 Contours of the site after cut/fill; and</p> <p>3.10 Location of rainwater tank (for new/relocated dwelling).</p> <p><b>Other Documentation</b></p> <p>4.1 If timber trusses are to be installed, 1 copy of the timber truss layout/tiedown (* may not be applicable for a relocated dwelling if that component does not require replacement/upgrade);</p> <p>4.2 Engineer drawings/ specifications/ design certification (must use IDAS Form 15); and</p> <p>4.3 Soil Test report (for new/relocated dwelling or where additions exceed 50 per cent of the floor area of the existing dwelling).</p>
--	---

## Application Fees

Application fees are detailed in Council's Schedule of Fees. Payment of the fee is required at the time of lodgement of the application (on-line or in person).

*This document is produced as a guide only. Whilst every effort has been made to ensure the information contained in this document is true and correct at the time of printing, changes may have occurred to legislation in the interim. No responsibility or liability is accepted by Council or any of its representatives for any errors or omissions. It is recommended confirmation should be sought from the nominated certifier to confirm the information provided in this document.*