

Submitting a Building Application

INFORMATION SHEET



A Building approval is required before construction can start on a new build or when altering existing structures. To find out more on what structures triggers a building application please refer to Council website and related fact sheets.

In some instances, a Development Application may also be required and any questions relating to Development Applications including relaxation of siting requirements should be directed to Councils Duty Planner.

Building Application Documentation

Council will require a completed DA Form 2, plans and payment of the applicable fees in accordance with [Councils current fees and charges](#).

To ensure that your application is accepted at lodgement, please use the attached checklist to provide all of the required information and documentation.

Swimming Pool or Spa applications require some additional information which can be found on Councils Swimming Pool and Fences Fact Sheet

Application Fees

Councils fees and charges for building applications can be viewed [online](#) and are payable at the time of lodgement.

Assessment Process

Building Applications are processed in accordance with the Planning Act 2016. Council's Building Certifiers will assess all building applications against required legislation and regulations within the timeframes set by the legislation.

If you are required to provide further information, Councils Building Certifier will issue a request for information. This information and or documentation will be required prior to Council issuing a building approval.

Building Inspections

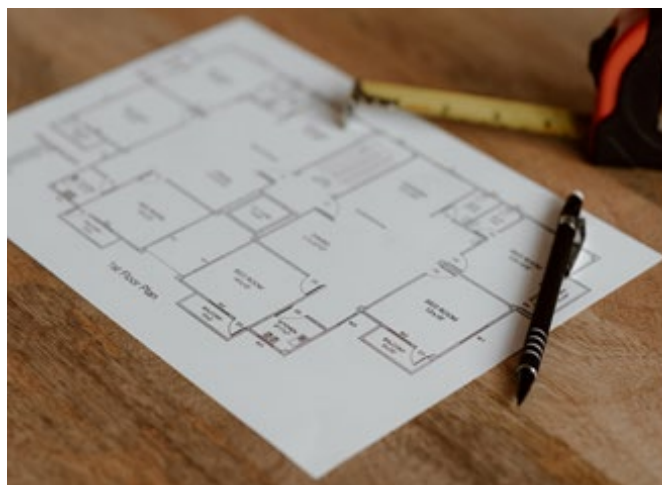
Building inspections are a mandatory process and must be conducted in accordance with the conditions of approval. All inspections should be arranged by the owner and/or builder when the stages of work are ready for an inspection

The stages of inspections required are:

- Slab Inspection
- Footings Inspection
- Frame Inspection
- Final Inspection

Please take note of the inspections stated in the approval.

Any changes to a building approval will require an amendment application submitted to Council prior to a final inspection certificate being issued.



Where to lodge your application

All building applications should be submitted using Councils [online services](#).

Other options for lodging an application:

- Email a copy of your application to developmentadministration@livingstone.qld.gov.au
- Customer Service at Town Hall, 25 Normanby Street Yeppoon

Please note additional fees and charges apply for lodgements outside of Councils online services.

If you have any questions or need assistance lodging an application, please contact Councils Support Services Unit on 07 4939 9937

Related Websites and Information

[Building Application Forms](#)

Livingstone Shire Councils Planning Scheme

<https://www.livingstone.qld.gov.au>

Queensland Building and Construction Commission

<https://www.qbcc.qld.gov.au>

Neighbourhood Disputes Resolution

<https://www.legislation.qld.gov.au>

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DA Form 2: <ul style="list-style-type: none"> • Current version of form is to be used • All mandatory sections are to be completed including description of the proposed works • Accurate site address and lot information • Application declaration box ticked • Builders details provided or box ticked • Value of work provided • Payment of the applicable application fee (As per Councils current fees and charges for building applications) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Site Plan including: <ul style="list-style-type: none"> • proposed development • existing structures (e.g. house, shed) • site address • dimensions of the proposed development • setbacks (including setbacks of all existing buildings) • allotment boundaries • any road frontages to the relevant land and their street names 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Elevations including: <ul style="list-style-type: none"> • Building height (eg; front, rear, right and left side view) 		<input type="checkbox"/>
Floor Plan including: (not carport, sheds, garages etc.) <ul style="list-style-type: none"> • proposed development • existing structures (e.g. house, shed) • dimensions of the proposed development • room names 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
QBCC Home Warranty Insurance – for registered builders completing works over the value of \$3300.00. For more information please visit www.qbcc.qld.gov.au		<input type="checkbox"/>
PLSL Receipt (QLeave) – for value of works over \$150,000.00 For more information please visit www.qbcc.qld.gov.au		<input type="checkbox"/>
Owner Builder Permit – if completing For more information please visit www.qbcc.qld.gov.au		<input type="checkbox"/>
Form 15's including Engineered Drawings and Specifications		<input type="checkbox"/>
Soil Test Report		
Wind Category Certification		<input type="checkbox"/>
Energy Efficiency		<input type="checkbox"/>