



Paroo Shire Council

49 Stockyard Street, Cunnamulla

Address All Correspondence to:
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**APPLICATION REQUIREMENTS FOR THE
 SUBMISSION OF A BUILDING APPLICATION FOR A NEW,
 OR ADDITIONS TO, A DWELLING
 (Class 1a & 1b, 2 & 3)**

An application for building work in relation to dwellings (new dwellings & includes additions, and / or alterations) will require the following information:

Copies of **FAXED PLANS** will not be accepted All plans shall be **A3 size Minimum**

All applications shall include one set of plans in electronic format (.pdf)

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
<ul style="list-style-type: none"> IDAS Forms 1 & 2 submitted and fully completed 		
<ul style="list-style-type: none"> Owners consent – ensure that all of the owners of the land have signed the application and have included their address. 		
<ul style="list-style-type: none"> The builders details including licence number, or owner-builder number are completed on form 2 		
<ul style="list-style-type: none"> Council application fees paid according to schedule 		
<ul style="list-style-type: none"> BSA insurance payment confirmation, for building work over \$3,300, carried out by a registered builder 		
<ul style="list-style-type: none"> Q Leave receipt (for building work \$150,00 or over) 		
<ul style="list-style-type: none"> Three (3) sets of all plans and documentation as hardcopy, and one set of plans in electronic PDF format (see below). These include Floor Plan, all Elevations, and Bracing Plan & Schedule on plan face, position of Smoke Alarms and ceiling fans if applicable. All plans shall be drawn, described and dimensioned in a legible manner with common nomenclature consistent with referenced Australian Standards 		
<ul style="list-style-type: none"> Plans show Energy Efficiency Requirements (part 3.12 of the Building Code of Australia Volume 2), and application includes energy efficiency report from competent person 		
<ul style="list-style-type: none"> Plans include requirements to conform with Queensland Development Code – Parts MP4.1 – MP4.3 inclusive, Sustainable Buildings (effective 26 June 2009) i.e.- <ul style="list-style-type: none"> 3 star rated or AAA rated Shower Roses minimum 3-star Water Efficiency Labelling and Standards rating for taps serving:- <ul style="list-style-type: none"> (a) laundry tubs; (b) kitchen sinks; and (c) basins. Dual Flush Toilets (6litre / 3litre) with a min. 4 star energy efficiency labelling Energy Efficiency Lighting for a min. of 80% of total fixed internal lighting 		
<ul style="list-style-type: none"> Documentation shall include all roof truss calculations, plus one copy of the FIXING AND BRACING GUIDELINES FOR TIERED ROOF TRUSSES. 		
<ul style="list-style-type: none"> All applications are to be accompanied by one set of plans in .pdf electronic format. Applications not accompanied by plans in electronic format will be classed as a "not properly made application" and assessment will not be commenced until these have been received. 		



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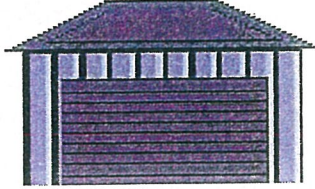
APPLICATION REQUIREMENTS FOR THE SUBMISSION OF A BUILDING APPLICATION FOR THE DEMOLITION OF A BUILDING

An application for demolition of any structure will require the following information to be submitted to Council:

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
• IDAS Forms 1 & 2 submitted and filled out		
• Owners consent – ensure that all of the owners of the land have signed		
• The builders details including licence number, or owner-builder number are filled in on form B and that they are qualified to perform demolition work		
• Council application fees paid according to schedule		
• Q Leave receipt (for demolition work \$80 000 or over)		
• Three (3) sets of all plans and documentation		
• A site plan showing the proposed building to be demolished. The site plan is to show the lot boundaries and is to be drawn to a suitable scale and is to be dimensioned. (for large buildings only)		
• Photographs of the existing building (for large buildings only)		
• Details on the method of removal and disposal of noxious and hazardous materials, including Asbestos Report.		
• Approval to dispose of Asbestos Cement related products at a facility approved to receive them		
• Details of the methods of protection for the public around the site (eg. barriers, fences etc)		
• Details on the measures to protect the adjoining site and buildings		
• Details of the services on the site and what methods will be used for termination, removal or sealing off.		
• Refundable bond of min (\$1050) ensuring that the site is left in a level and clean condition		

NOTE: Council may require further information in addition to that set out above. If this is the case you will be notified within the time frames set down in the *Sustainable Planning Act 2009*.

The lodgement of the all of the above information will allow for an expedited approval process for your building application.



**APPLICATION REQUIREMENTS FOR THE
SUBMISSION OF A BUILDING APPLICATION
FOR SHEDS/GARAGES/CARPORTS
(Class 10a)**

The following information is required for building work (other than dwellings) on residential or commercial land and also on Rural land within 200 metres of a road or within 200 metres of a side or rear surveyed boundary:

Copies of FAXED PLANS will not be accepted All plans shall be A3 size Minimum

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
• IDAS Forms 1 & 2 submitted and fully completed		
• Owners consent – ensure that all of the owners of the land have signed the application		
• The builders details including licence number or owner-builder number are filled in on form 2		
• Council application fees paid according to the schedule		
• QBSA insurance fee confirmation (for all work over \$3300) Domestic Construction only		
• Q Leave receipt (for all building work \$80 000 or over)		
• Three (3) sets of all plans and documentation. These include Floor Plan, all Elevations, Bracing Plan & Schedule .`		
• Where generic plans from Shed Manufacturers are provided, the shed size to be used shall be highlighted . This includes drawings of all footings, slab layouts, roof framing, floor plans, side and end elevations and wall panels. Plans not complying with this will not be accepted.		
• A site plan showing the proposed building work. The site plan is to show adjoining Real Property Lot Descriptions, Street Names, Street Numbers & Site Boundaries and Site Boundary Clearances and is to be drawn to a suitable scale of not less than 1:500 and shall be dimensioned.		
• Engineered designed footings if the area of the building is over 54 square metres. If the building is under 54 square metres, then provide the manufacturer's specifications.		
• Engineer Certification to cover any steel framing or steel member		
• Does the Class 10 building have a floor area greater than 82m ² ? If YES complete development application IDAS Form 6		

NOTE: Council may require further information in addition to that set out above. If this is the case You will be notified within the time frames set down in the Sustainable Planning Act 2009.

The lodgement of the all of the above information will allow for an expedited approval process for your building application.



APPLICATION REQUIREMENTS FOR THE SUBMISSION OF A BUILDING APPLICATION FOR THE RESTUMPING OF DWELLINGS

The following information is required for applications involving the restumping of dwellings:

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
• IDAS Forms 1 & 2 submitted and filled out		
• Owners consent – ensure that all of the owners of the land have signed		
• The builders details including licence number or owner-builder number are filled in on form 2		
• Council application fees paid according to schedule		
• QBSA insurance payment confirmation (for building work over \$3300)		
• Three (3) sets of all plans and documentation.		
• Engineered designed footing plans and Form15 Design Certification		
• A floor plan of the dwelling showing stump locations and bearers. The plan is to be drawn to scale of not less than 1:100 and is to be dimensioned		
• Specification (sizes) of existing Bearers and Joists and spacings of same		
• Nominate method of termite treatment to be used (if applicable)		

NOTE: Council may require further information in addition to that set out above. If this is the case You will be notified within the time frames set down in the *Sustainable Planning Act 2009*.

The lodgement of the all of the above information will allow for an expedited approval process for your building application.