



CHECKLIST FOR THE APPROVAL OF CLASS 1a BUILDINGS

Assessment Manager: Sean Davis

Approval No: _____

Date: 12/02/2018

Yes No NA

- Private certification contract signed by all parties (s141 of BA 1975)
- Fees paid – correct **INV / Receipt** Called applicant to come and pay
- QBCC fee paid or receipt sighted or Owner Builder Number given if over \$11,000 _____
- PLSL (QLEAVE) receipt sighted if over \$150,000 – Number _____
- DA Form 2 - Property descriptions correct, file on correct property, form signed by owner, ETC.
- Land owners consent (required for MCU only)
- Compliance with s24 of the BA 1975 (Ownership of plans – name and licence number on plans)
- Cut / Fill (has drainage been addressed) BCA sections 3.1.1.2, 3.1.1.3 and 3.1.1.4
- Are retaining walls required (i.e. non-compliance with BCA sections 3.1.1.2, 3.1.1.3 and 3.1.1.4)
- Siting in accordance with relevant planning scheme requirements or QDC MP 1.1 or 1.2 (s30 & s33 BA 1975)
- Concessional siting required (Approval Number - _____)
- Building envelopes
- Is an Alternative Solution applicable – have you put the required paperwork into the file?
- Has a 'Transport Noise Corridor' search been performed (print results and place in file).
- Building work encroaches on easements, Approval from relative authority rec'd (s65 OF BA 1975)
- Sustainable building: Noted on plans / Separate form signed by applicant (s30 of BA 1975 & QDC 29)



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- Termite control method detailed on plans or specification (BCA 3.1.3)
- Soil test provided/required (Class “_____”) (BCA 3.2.4)
- Structural Steel Corrosion Protection (BCA 3.4.4.4) **OR** Plans indicate steel members have been designed and constructed in accordance with either of the following –
 - AS 4100 – steel structures OR AS/NZS 4600 – Cold-formed steel structures **Note: Duragal = 100g/m²**
- Roof Cladding (BCA 3.5.1) i.e. correct pitch, no lead flashings above potable water collection points etc
- Downpipes (BCA 3.5 checklist or method provided by Gilboy below) MAX 12m BETWEEN DOWNPIPES
 Roof Area _____m² x Rainfall Intensity _____mm/hr = _____ / 3600L/sec = _____ / 5 = _____downpipes
- Overflow measures of eaves gutters (BCA 3.5.2) - selection of guttering, installation of gutters in accordance with table 3.5.2.3. If a tested system is being used (not DTS), builder to provide documentation.
- Wall Cladding (BCA 3.5.3)
- Window Pressures => Greater than 1.2 = _____ ULS & _____ SLS: Under 1.2 = _____ ULS & _____ SLS or C1 C2 C3
- Fire separation (BCA 3.7.1)
- Smoke alarms noted on plans and positioned correctly – If more than 1 they must be interconnected (BCA 3.7.2.3)
- Ceiling heights noted on plans suitable for use (BCA 3.8.2.2)
- Lighting / Ventilation to rooms (BCA 3.8.4 & 3.8.5)
- Sound insulation (attached dwelling) (BCA 3.8.6)
- Stair construction, treads and risers (BCA 3.9.1) **Note: check that door thresholds comply i.e. 190mm step max if no landing provided**
- Table 3.9.1.3 Slip Resistance Classification
- Windows comply with Part 3.9.2.5 of BCA Volume 2

Application	Surface conditions	
	Dry	Wet
Ramp not steeper than 1:8	P4 or R10	P5 or R12
Tread surface	P3 or R10	P4 or R11
Nosing or landing edge strip	P3	P4



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- Balustrade required / complying yes no (BCA 3.9.2)
- Handrails to internal stairs
- Energy Efficiency (BCA 3.12) **(required for all additions where the building envelope has been increased)**
 - Have the stamped plans been supplied OR Does the Form 15 reference plan numbers
- Is there a competent person engaged? If so are they approved, and which inspections are they engaged to carry out: All Structural or Foot Slab Bond beam Frame (Part 5 BR 2006)
- Engineering Form 15 and structural certificate (if required) (s17, s18, s46, s48 & s49 BR 2006)
Extent of certification: full part slab only
- Roller Door Compliance
- Structural check/plan assessment by building surveyor using standards, codes, etc.
- Plumbing work – Onsite Treatment yes no / Soakage test provided yes no / Sewer yes no (s83 BA 1975)
- Plumbing form 1 filled out
- Sewer Plan - Marked up on plans (depth etc) / Council document
- Water Form – Check if water is connected to property, check cost with relevant council if not CCC
- Wet area waterproofing. MUST COMPLY WITH AS3740 – Ensure surface materials are noted and that there are no openings within 1500mm of the shower rose. NO PERFORMANCE SOLUTIONS!!
- Building assessment report
- Has section 61 of the Building Act 1975 been applied - *Alterations to safe existing work may be approved on basis of earlier building assessment provisions.* If so, for what parts of the approval (put comments in notes section)



CHECKLIST FOR THE APPROVAL OF CLASS 1a BUILDINGS

- Check relative planning scheme and checklist if available
- Planning approval required (airport DCP, Zoning, ETC)
- Do the proposed building works affect prior planning approvals?
- Airport Environs Overlay
- Bushfire Hazard Overlay
- Coastal Processes Overlay
- Q 100 Overlay
- Hillslopes Overlay
 - Colours – Roof _____ : Wall _____ : Fascia & Gutter _____
- Natural Areas Overlay
- Neighbourhood Character Overlay
- Potential Landslip Hazard Overlay
- Collate all information Building Plumbing approval (if required) Planning approval (if required)

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