

## INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION FOR A COMMERCIAL BUILDING BEING A CLASS 2 – 9 BUILDING

### PLEASE CHECKLIST

TICK 3

#### 1. FORMS

- Building Licence Application Form.
- Water Corporation Approval Stamp
- Neighbour Consultation Form (where construction within 1.0m of common boundary)
- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only).
- Site management plan.
- Certificate of Structural Sufficiency.
- Confirmation of documentation being sent to FESA.
- Hoarding / Licence to Deposit material on verge / footpath.

#### 2. FEES PAYABLE. (Fees payable on application. Applications will not be assessed until fees are paid.)

- Building Licence Application Fee (the following calculation removes the GST component)  
Value of Construction (GST Incl.) \$\_\_\_\_\_ x  $\frac{10}{11}$  x 0.2% = \$\_\_\_\_\_ (Min. fee \$40.00)
- Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)  
Value of Construction (GST Incl.) \$\_\_\_\_\_ x 0.2% = \$\_\_\_\_\_
- Builders Registration Board Levy (GST Incl.) \$40.00.
- Application to Construct or Install an Apparatus for Effluent Disposal  
(Application fee \$202 (Incl. GST))

#### 3. TWO SETS OF DRAWINGS to include as applicable:

##### 3.1 SITE PLAN (not less than 1:500) showing:

- Clearly indicate all property boundaries, boundary dimensions, existing buildings, street name/s, main entry, vehicular access and north point.
- The dimensioned position of the proposed building and clear delineation of existing buildings on the site (including floor areas and existing fire services). Show the proposed finished floor level of the new and existing buildings.
- A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licenced Land Surveyor).
- Where it is proposed to utilise street hydrants, their location and indication of how compliant coverage has been measured.
- Retaining walls, embankments, fences, gates, electronic barriers, or other impediments to fire brigade entry onto the site or into the building.
- Position of Effluent Disposal system (Unsewered Areas only).
- Height and extent of proposed earthworks.
- Existing Sewer and Stormwater drains and/or easements.
- Indicate all structures and/or buildings on adjoining lots within 3m of the lot boundary.

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## **CHECKLIST**

### **3.2 FLOOR PLAN/S** (with dimensions and to scale not less than 1:100) showing:

- Every storey or level, including basements and mezzanine levels.
- Fire and smoke compartmentation. Show floor areas (& volume of fire compartments) and the fire resistance level (FRL) of firewalls and fire doors.
- Height and layout of fittings & fixtures that will impact on egress from the building.

### **3.3 ELEVATIONS and SECTIONS** showing:

- Height of each level and effective building height (relative to ground level).
- Fire and smoke compartmentation.
- Required stairway detail.

### **3.4 HYDRAULIC FIRE SERVICES** showing:

- Details of fire hose reel and hydrant coverage.
- Water Corporation mains performance, where coverage is intended from a street hydrant or where fire tanks rely on in-fill.
- Ring mains, isolation valves, booster assembly, pumps and tanks including hard suction connections, pump controls & indicators and access for the fire brigade. A schematic drawing is required for multi-level buildings.
- Fire brigade vehicle access and hard-standing (bitumen/concrete paving etc).
- Alternatives to conventional hard standing are to include full details of the extent, specification, signage and marking for the system proposed.
- Sprinkler drawings showing water supply requirements, booster assembly, control assembly/s, pumps, drenchers and combined systems.

### **3.5 ELECTRICAL SERVICES:**

- Fire detection and alarm systems, EWIS.
- FIP/mimic panel/s and main & sub switchboard locations.
- Emergency lighting and egress signage.

### **3.6 MECHANICAL SERVICES:**

- Ductwork layout (where likely to cross fire or smoke barriers).
- Fire and smoke dampers.
- Roof/ceiling plans where high-level smoke venting or extraction is proposed.
- Smoke exhaust outlet locations and exhaust fan capacities.
- Stairwell pressurisation inlet & relief grille locations.

## **4. STRUCTURAL ENGINEERS DETAILS**

**General note:** Your plans, details and specification must be certified by a Practicing Structural Engineer and meet the requirements of the Deemed to Satisfy provisions of the BCA or the performance requirements of the BCA.

- Two sets of Structural Engineers drawings.

### **4.1 SITE REPORT**

- Recommendations for earthworks, foundations and drainage.
- Geotechnical Investigation / Report.

PLEASE

## CHECKLIST

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### 4.2 FOOTING and SLAB DETAIL

- Concrete specifications as per A.S.3700.
- Footing dimensions.
- Reinforcement and waterproof membrane size and location.
- Slab thickness.

### 4.3 STRUCTURAL BEAMS

- To avoid excessive deflection, structural beams should be designed by a Structural Engineer.

### 4.4 RETAINING WALLS

- Drawing and specification of materials to be used certified by a Structural Engineer.

### 4.5 MULTI STOREY CONSTRUCTION

- All structural elements and details to be certified.

## 5. SPECIFICATION.

**General note:** Two (2) complete specifications must be submitted with your application.

- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia.

## 6. DANGEROUS GOODS STORAGE.

- Details of a special function or details of type and quantity of materials stored, displayed or used in the building.

## 7. BUILDING CLASSIFICATION.

- Classification for use of proposed and existing buildings.

**The details provided on this Check List Sheet are true and correctly reflect the information submitted for the building licence.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Builder or Representative

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

## PLEASE NOTE

Failure to provide the correct information as indicated in this checklist sheet will result in delays in the processing of your building licence application and may result in the application being returned to you in accordance with Regulation 14(1) of the Building Regulations 1989