



Application Requirements for Removal/relocatable homes (Class 1a)

The following information is required to be submitted for dwellings and additions & alterations:

Mandatory Information	Applicant Check	Council Check
<ul style="list-style-type: none"> • DA Form 2 (Building work details) submitted and filled out correctly 		
<ul style="list-style-type: none"> • Plumbing Application Form 1 and water connection application submitted (if required) 		
<ul style="list-style-type: none"> • Builder's details, including licence number or owner-builder number, are filled in on Form 2 • Owner-builder number required for building work over \$11,000 • If more than one builder supply all numbers 		
<ul style="list-style-type: none"> • Council application fees paid according to Fees and Charges 		
<ul style="list-style-type: none"> • QBCC insurance payment confirmation (for building work over \$3,300 by registered builders) 		
<ul style="list-style-type: none"> • Q Leave receipt (for building work over \$150,000) 		
<ul style="list-style-type: none"> • One set of all plans and documentation (no larger than A3) <ul style="list-style-type: none"> • Floor plan • Elevations • Bracing calculations • Tie down schedules • Energy Efficiency • Smoke Alarm positions 		
<ul style="list-style-type: none"> • A site plan drawn to a suitable scale and dimensioned, showing the location of existing & proposed buildings, driveways, sewers and other utility services • Show the allotment boundaries including and easements and the distance from each boundary to the proposed work 		
<ul style="list-style-type: none"> • Building inspection report stating that the building is structurally sound and detailing any tie-down & reconnection requirements • The report shall include recommendations on any further building work required, including for aesthetic purposes • Building inspection reports shall be prepared by a registered engineer or architect or an appropriately BSA licensed person 		

<ul style="list-style-type: none"> • Photographs of all of the elevations of the dwelling 		
<ul style="list-style-type: none"> • A soil investigation report 		
<ul style="list-style-type: none"> • Engineer-designed footing (& slab if applicable) drawings • Engineer Certified Form 15 for footing design 		
<ul style="list-style-type: none"> • Proposed termite management system/method 		
<ul style="list-style-type: none"> • Services layout incl. water supply, sewerage and stormwater • Sewerage connection or details of on-site effluent disposal • Services details shall be prepared by a registered engineer or an appropriately BSA licensed person 		
<ul style="list-style-type: none"> • Refundable cash bond 		

Lodgement of the above information will allow for an expedited approval process for your building application. Please note that the initial Council check does not guarantee that all required details have been submitted.

Privacy Collection Notice

Balonne Shire Council is collecting your personal information for the purpose of processing this form. Council will retain these details for the purpose of contacting you with regards to any Council related matters. Your personal details are handled in accordance with the *Information Privacy Act 2009* and will be used for the purposes of responding to you and will not be disclosed to any other person or agency external to Council without your consent, unless required or authorised by law.