

Information required for a building licence application
SHED/GARAGE/PRIVATE WORKSHOP

1. FORMS

- Building Licence Application Form
- BCITF levy triplicate form (If value of construction exceeds \$20,000)

2. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)
 Value of Construction (GST Incl.) \$_____ x ¹⁰/₁₁ x 0.35% = \$_____ (Min. fee **\$85.00**)
- Builders' Registration Board levy **\$40.00**
- Building Construction Industry Training Fund Levy (BCITF levy)
 Value of Construction (GST Incl.) \$_____ x 0.2% = \$_____

3. DRAWINGS

General notes: Two (2) complete sets of drawings and specifications must be submitted with your application. All plans and details must be legible and in ink (**not** pencil). For larger (Special Rural and Rural) lots, the site plan does not have to be to scale, provided the plan shows the boundary setbacks proposed for the building.

Site Plan – Include Water Corporation approval details (minimum scale 1:200)

- Show all property boundaries, boundary dimensions, site levels and existing buildings
- Position of effluent disposal system (In areas where no sewer available)
- Distances from the existing buildings and property boundaries to the proposed building
- Show the proposed finished floor level of the new building
- North point

Floor Plan, Elevations and Section (scale 1:100)

- All dimensions of the proposed building(s), including wall height
- Location and dimensions of doors and windows
- Ridge, valley, eaves width and downpipe locations
- Roof pitch and framing details
- Internal layout and ceiling height
- Materials to be used, particularly cladding type (colorbond, zincalume etc)
- Details of substructure eg. footing and slab, stump and frame

4. STRUCTURAL DETAILS

General note: Two (2) sets of the following details for the shed **must** always be designed and certified by a Practising Structural Engineer, unless you can show that the proposal complies with the Deemed to Satisfy provisions of the Building Code of Australia and relevant Australian Standards.

Footing and slab detail/substructure

- Concrete specifications, footing and slab dimensions, reinforcement details
- Floor stump and framing details

Lightweight and structural steel, timber or masonry

- Structural engineer's signed drawings and/or manufacturer's specifications for any steel framed shed/garage
- Timber wall and roof framing sizes, tie down, connection and bracing details
- For masonry buildings, pier and opening locations, tie down details and wall thickness

PLEASE NOTE: This document is intended as a **guide only** to assist you in preparing an application.