

Information required for a building licence application  
**\*PATIO/CARPORT/VERANDAH/DECK\***

**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 <sup>10</sup>/<sub>11</sub> 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 structure.

**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
- Ridge, valley, eaves width and downpipe locations
- Roof pitch and framing details
- 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 structure **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 structure
- Timber roof framing sizes, tie down, connection and bracing details
- For roofed structures incorporating masonry, pier sizes and spacings, reinforcement and tie down details

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