

## Building and Plumbing Application Guidelines

This fact sheet has been designed to assist you in the preparation and submission of Building and Plumbing Applications with Council. It is designed to help ensure that all relevant information accompanies your application, so it can be assessed as quickly as possible.

### **Where Do I Start?**

The *Building Act 1975* divides building work into the following categories;

- Assessable work;
- Self-Assessable work; and
- Exempt work

The owner of a premise is responsible for ensuring any proposed building work complies with applicable standards, such as structural sufficiency, size limits, *Building Codes of Australia*, *Queensland Development Code* and the local *Planning Scheme 2015*.

As the Cassowary Coast Regional Council area is located within a cyclonic region, Development permits are required for all building work including but not limited to new buildings, alterations and additions, swimming pools, sheds (including DIY garden sheds), carports, patios and pergolas, as well as the removal and demolition of buildings. Before commencing any proposed building work, it's important to know what zone of the Cassowary Coast Regional Council Planning Scheme, applies to the property. This will have a bearing on the setback requirements from the structure to the property boundaries. Your zoning enquiries can be directed to our Planning Services Team on 1300 763 903. Council has a licenced building surveyor to provide a building certification service on behalf of the Council who works out of both the Innisfail Shire Hall Office and the Tully Civic Centre.

- Innisfail Shire Hall days (northern inspections): Mondays, Wednesdays & some Thursdays
- Tully Civic Centre days (southern inspections): Tuesdays, Fridays & some Thursdays

### **Do I need to lodge Plumbing Application?**

Whether you are building a new Dwelling Class 1a, installing Plumbing and Drainage into a Shed Class 10a or upgrading your onsite sewerage facility these will all require a plumbing and Drainage permit.

The *Plumbing and Drainage Act 2018* divides plumbing & drainage work into the following categories.

- Notifiable work;
- Compliance Assessable Work;
- Minor work; and
- Unregulated work


Notifiable Work is common, everyday plumbing & Drainage work performed by a plumbers and drainers on existing residential buildings such as Dwellings (Class 1a structures).

You must be a licensed person to perform notifiable work and ensure you only perform the work covered by your license (for example, a licensed drainer can perform notifiable drainage work).

Notifiable work can include:

- Installing, replacing or removing any electric, gas, solar or heat pump hot water heaters;
- Installing fixtures such as toilets, showers and sinks;
- Extending, altering, replacing, or removing water supply pipes; or
- Extending, altering, replacing, or removing waste pipes (depending on the placement of the pipework).

[www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)



Compliance Assessable Work is more complex in nature than other types of plumbing and drainage work, as it has a higher risk of failure. Prior to works commencement, you are required to obtain a Compliance Permit Approval from the Local Government entity, approving such works.

Cassowary Coast Regional Council has a full time Plumbing and Drainage Officer who approves and inspects all regulated plumbing and drainage work in the Cassowary Coast who works out of both the Innisfail Shire Hall Office and the Tully Civic Centre.

- Innisfail Shire Hall days (northern inspections): Mondays, Wednesdays & some Thursdays
- Tully Civic Centre days (southern inspections): Tuesdays, Fridays & some Thursdays

### **Do I need construction plans?**

Yes, for your application to be assessed a set of construction plans that have been stamped and signed by an Engineer will need to be provided along with a Form 15 (Compliance Certificate for Building Design or Specification). If no plans are available for your structure than you will need to engage a Registered Engineer of QLD.

### **What happens after I submit and pay for my application?**

The process for assessing an application is legislated under the Planning Act 2016. Council assesses building applications against the required legislation and regulations within the timeframes set by the legislation. Once a Development Application for Building Work has been lodged with Council it will be given a Development Application (DA) number. When the application is considered properly made, the assessment of the application can commence.

The currency period for the development approval (building works) is two (2) years, starting the day the approval is granted or takes effect (or six (6) months for re-roof, demolition, and swimming pool applications). If, after this time you are yet to complete the building work, either the owner or applicant may request an extension to the currency period, provided such a request is made before the development approval lapses. If you wish to request an extension to the currency period for your Development Permit for Building Work, please complete the Request for Extension to the Currency Period Form and lodge it with Council along with the applicable fee. Alternatively, you can visit the MyCouncil website to submit an online version of the request. Your request will be passed on to management and a decision made in due course.

### **What about building and plumbing inspections?**

When a Development Permit for Building Work and plumbing & Drainage work is issued, a condition of the approval will be that certain mandatory inspections are carried out. The Permits will state which stages of work must be inspected and outline any conditions that are applicable to the development. The purpose of the inspections is to ensure the building & plumbing work is carried out in accordance with the approved plans and relevant codes and standards.

### **Do I need an Owner Builder Permit and how do I get one?**

If an owner of a premise intends on completing building work on their own property, an owner builder permit may be required.

An owner builder permit is required for work over \$11,000 which allows an owner to personally perform the building work and take on the role of head contractor on a building project. The owner will then be responsible for engaging and co-ordinating contractors, completion and lodgement of any necessary building approvals and the scheduling of work.

An owner builder permit is not required for work to the value of \$10,999; however, a building permit

is still required to perform the work.

Note: There are special provisions for farm buildings. If the value is no more than \$27,500 an owner can personally do this work.

Some examples of work which can be conducted as an owner builder:

- New Dwellings;
- Alterations and Additions;
- Shed/ Carports/ Garages;
- Patios; or
- Pergolas.

For further information on owner builder permits go to the [Queensland Building and Construction Commission \(QBCC\) website](#)

### **Do I need a licenced builder?**

Yes, to lodge a building application with council, a builder will need to be listed on the DA Form 2. If you are not going Owner Builder and the building work is going to cost more than \$3300.00 then your builder will need to submit QBCC home warranty insurance, you can find out more information on insurable work [here](#).

### **Complying with the current Planning Scheme and Development codes.**

A building application cannot be approved if it conflicts with the local planning scheme or the Queensland Development code. You can find the CCRC planning scheme [here](#).

If you are unsure whether your work complies you can arrange a meeting with one of the town planners by contacting council on 1300 763 903.

If you need a variation to the requirements of the scheme or code you must lodge your application with the planning department, it will need to be approved before the building certifier can grant approval.

### **How can I lodge my application?**

#### **Email:**

If your application is for a property located to the south of El Arish and Bingil Bay (inclusive) please email it to [buildingsouth@ccrc.qld.gov.au](mailto:buildingsouth@ccrc.qld.gov.au)

If your application is for a property located to the north of Silkwood and Kurrimine Beach (inclusive) please email it to [buildingnorth@ccrc.qld.gov.au](mailto:buildingnorth@ccrc.qld.gov.au)

#### **Post :**

PO Box 887  
INNISFAIL QLD 4860

#### **In Person:**

Innisfail Shire Hall (Rankin Street entrance)  
Level 3, 70 Rankin Street  
INNISFAIL QLD 4860

Tully Civic Centre (Level 2),  
38-40 Bryant Street  
TULLY QLD 4854

### **What fees and charges will apply?**

To view Council's fees and charges visit [www.cassowarycoast.qld.gov/fees-charges](http://www.cassowarycoast.qld.gov/fees-charges).

### **Further Information**

For further information contact Council at 1300 763 903 or email

[enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au).

[www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)