

# Building Newsflash

**Building Certifiers**

**Building Designers**

**Architects**

## Guidelines for building work documentation

### Purpose

To inform building certifiers of changes to the requirements for plans and supporting documents for development applications for building work. This has been brought about by the introduction of the revised Development Application Form 1.

### Building work plans and supporting documents

Schedule 1 to Form 1 A, which prescribes mandatory plans and supporting documents for building work, is not included in the new Form 1. Instead, Guidelines have been prepared which outline the scope of supporting documentation an applicant should submit with an application for building work. A copy of 'Guide 9 - Building Work Documentation' is attached to this Newsflash. It is recommended a copy of this Guide be included with any building work application forms given to applicants.

The Code of Conduct for building certifiers includes the requirement to "ascertain all available facts relevant to the performance of their duties". When assessing applications, building certifiers have a duty to ensure sufficient information is submitted to enable full assessment of the application. Ensuring that an application is supported by all applicable plans and supporting documents specified in 'Guide 9 - Building Work Documentation', will satisfy this obligation. Failure to require adequate plans and supporting documents may result in professional misconduct.

### Commencement

The new development application form is to commence on 14 August 2000. The existing Form 1A is to be phased out, but will be acceptable up to 31 October. As from 1 November 2000, only Form 1 may be used.

### Additional Documentation

The content of the plans and other documents to be submitted is similar to that previously required. However, to ensure building certifiers ascertain all available facts relevant to the performance of their duties, Guide 9 identifies some additional documentation that may need to be submitted. This includes:

- the location of any land application area required for the disposal of effluent under the On-site Sewerage Code;
- facilities and means of access required to be provided for people with disabilities;
- any other facilities required, eg toilets;
- the location of smoke alarms (classes 1 to 9), and other fire detection systems;

- the location of fire hose reels and hydrants;
- the location of exit signs and emergency lights;
- the extent of any proposed earthworks and method of support;
- details of any existing building or structure on an adjoining allotment;
- the provision of carparking for people with disabilities;
- the location of the nearest fire hydrant on a road or on the allotment;
- a certificate from a competent person for any aspects of the proposal that are certified;
- a list of required fire safety installations and special fire services (previously part of Form 1A); and
- documents to bear the designer's name.

Instructions on the use of the new forms, together with a printed copy and a compact disc of the forms, have been mailed to all local governments and private certification businesses. A further compact disc containing the Guides to the Form will be provided to all local governments and private certifier businesses shortly. The forms and guides are also available on the net at:-

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

### **Notification of engagement**

Under the *Integrated Planning Act 1997*, s 5.3.9 (2), private certifiers are required to give written notice of engagement to the local government within 5 business days. This may be done by completing the Notification section at the base of Part A of Form 1, and submitting a copy of Parts A and B of the application to the local government within 5 business days.

### **Building Services Authority (BSA) insurance**

In the 'Office Use Only' panel to Part B of Form 1, there is provision for entering the "B S A insurance receipt No." As the result of the BSA changing their system for confirming the payment of insurance premiums, building certifiers will now be required to sight either a 'Confirmation of Insurance' letter, or an 'Insurance Certificate'. The BSA will provide a copy of the 'Confirmation of Insurance' letter direct to the building certifier, if requested to do so by the contractor. The BSA reference number quoted on these documents is to be entered in the 'Receipt No.' space on Part B of Form 1.