



# APPLICATION CHECKLIST

## Carports, Garages & Sheds

This package has been put together to detail what is required to be provided to Council in applications for carports, garages and sheds.

In assessing any application for approval Council Officers take into consideration many things that relate to the building's impacts on the subject land, the surrounding land, the neighbours, its structural stability, fire resistance (if any) and use.

In order to enable the quickest possible processing of any application it is ABSOLUTELY ESSENTIAL that the following information is submitted.

### 1. APPLICATION FORM

- The application must be signed by all the owners of the land or in the event of company ownership be affixed by the Company Stamp – signed by a Director.
- Details on the use of the proposed building – larger buildings, those containing more than three bays or tall buildings (eave heights greater than 2.7 metres) often generate enquiries or objections from neighbours as the proposed use is often not clear.

The proposed use is to be clearly indicated on the application form.

Council also has an obligation to ensure that Home Owner Warranty Insurance/Owner Builder Permit, if required, is properly applied.

- Value of the building which is a genuine estimate of the costs of the development.

This includes site works, all concrete works, material costs and labour. Where the value of a proposal is not considered to be an accurate estimate, the cost of the works will be determined by Council staff and fees applied accordingly.

Council Customer Service Personnel can assist by providing indicative costs.

This is to be completed on the application form.

### 2. SITE PLAN

Full site plan – plan drawn to scale and accurately dimensioned showing the building in relation to the boundaries and all other buildings on the land. North point must be shown.

On larger properties it is sometimes easier, due to scale, to provide a locality plan and an inset plan, drawn to scale, to show the proposal.

All scales must be shown in a legend.

The plans must show compliance with Council building lines and side boundary setback distances or be supported by an [Application to Vary the Building Line](#) which specifies the reasons when a request may be made – criteria under which exemptions may be requested are detailed on the form.

### 3. SEWER MAINS, EASEMENTS, DISPOSAL FIELD

Plans showing the location of any sewer main or easement on the property and distances of the building from any of these items.

Buildings may be located up to the boundaries of easements however buildings are generally only permitted 1.5 metres from the centre line of sewer mains and often special provisions need to be incorporated into the structure to prevent adverse effects on the building or the main.

Councils Water and Waste staff can assist with specific requirements and confirmation of sewer main location.

On properties serviced by an existing On-Site Sewage Management System the location of the disposal field is to be shown. This is to ensure the correct setback distances are observed.

#### **4. PLANS & ELEVATIONS**

Plans, floor plans and elevations for the structure; what it looks like from above and each side (north, south, east and west).

These plans and elevations must be drawn to scale, usually 1:100 and accurately dimensioned on plain, white unlined paper – graph paper is not acceptable.

#### **5. NOTIFICATION PLANS**

Notification plans and elevations.

These are the site plans, building plans and elevations reduced to A3 or A4 formats.

These plans are similar to those development/building plans mentioned above but must not show a floor layout plan.

#### **6. STORMWATER DISPOSAL**

Details of the method of stormwater disposal.

These plans must show how the stormwater is to be disposed of and compliance with Council's Stormwater Management Policy.

These plans may be included on the site plan.

Any plans detailing "downpipes to ground level only" or "stormwater by owner" must be supported by the owners written undertaking to complete these works prior to use of the building.

#### **7. SPECIFICATIONS**

Specifications for the building.

These details must specify the sizes and spacings of all structural members including footings and details for slabs.

These details must show compliance with the Building Code of Australia OR be supported by Manufacturers Structural Details signed by a Structural Engineer.

**Generic manufacturer's details** that do not specify the particular building and its components by being highlighted or otherwise marked are UNACCEPTABLE.

NOTE: A minimum of six (6) copies of all plans and elevations - items 2, 3, 4, & 6 above, six (6) copies of notification plans – item 5 above and two (2) copies of the specification – item 7 above are required.

Customer Service Personnel will return any application that does not satisfy the above requirements.

Plans and specifications that are found to be inaccurate, lacking in detail or not specific in detail may be REFUSED or have their processing delayed until the outstanding matters are clarified.

It is important to note that deferred applications will lose their place in the queue of applications waiting determination and some delays can be expected in processing applications after the submission of additional/outstanding information.

Customer Service Personnel are willing to assist in offering guidance with the submission of any application.

**CHECKLIST**  
**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE**  
**DEVELOPMENT/CONSTRUCTION CERTIFICATE APPLICATION**

**APPLICANT**  
**(Every box must be ticked or crossed by the applicant)**

**COUNCIL**  
**(Office Use Only)**

**Application form properly completed**

- |                                   |                          |  |  |                          |
|-----------------------------------|--------------------------|--|--|--------------------------|
| - signatures of <u>ALL</u> owners | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - use of the building/s           | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - value of the works              | <input type="checkbox"/> |  |  | <input type="checkbox"/> |

**Site Plan Showing:**

- |   |                          |     |                          |                          |
|---|--------------------------|-----|--------------------------|--------------------------|
| - scale   | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - dimensions  | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - all site boundaries   | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - north point   | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - compliance with building line   | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - compliance with side boundary setbacks  | <input type="checkbox"/> |     |                          | <input type="checkbox"/> |
| - application for variation to the building line<br>(must be justified and in accord with Council Policy) | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |

**Sewer main, easements, disposal field**

- |  |                          |     |                          |                          |
|--|--------------------------|-----|--------------------------|--------------------------|
| - sewer main   | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| - provision for building over or adjacent sewer main | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| - easement   | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| - OSSM disposal field                                | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |

**Plans & Elevations**

- |              |                          |  |  |                          |
|--------------|--------------------------|--|--|--------------------------|
| - floor plan | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - elevations | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - north      | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - south      | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - east       | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| - west       | <input type="checkbox"/> |  |  | <input type="checkbox"/> |

**Notification plans (A4)**

- site plan
- elevations
- scaled and dimensioned
- height

**Stormwater Disposal**

- plans
- owner undertaking letter

**Specifications**

- footings/slab
- framework
- completed manufacturer's details
- structural engineer's certificate  N/A
- colour
- wet area  N/A

**EVERY BOX MUST BE TICKED OR CROSSED BY THE APPLICANT TO ENSURE  
ACCEPTANCE OF APPLICATION – SEE THE INFORMATION GUIDE**