

Information and documentation of an owner builder permit can be obtained from contacting the BSA on 1300 272 272 or <http://www.bsa.qld.gov.au/HomeOwners/OwnerBuilding/Pages/OwnerBuilding.aspx>

PORTABLE LONG SERVICE (Q-LEAVE) LEVY

All building and construction work over the value of \$80,000.00 attracts a premium calculated at 0.525% on the total value of the works.

For further information on the payment of this premium, please contact Q-Leave on 1800 803 481 or [http://www.qleave.qld.gov.au/webdb/wsmanager.nsf/\(web\)/A62E2AB57E8686134A2576C0000769F5](http://www.qleave.qld.gov.au/webdb/wsmanager.nsf/(web)/A62E2AB57E8686134A2576C0000769F5)

We are required by law to sight a copy of the receipt for the payment of the insurance premium, **PRIOR** to the works being approved.

APPROVALS

When the building approval is ready to be uplifted, they can be either posted or e-mailed to the applicant.

INSPECTION BOOKINGS

Inspections can be booked through this office by calling **0418 187 293** during business hours. **24 hours** notice is required for all inspection bookings. Remote area inspections are by negotiation with the builder or applicant.

When booking the inspection please advise us of:

- Property address;
- Type of inspection required;
- Date and time required;
- Contact person and mobile phone number.

A copy of the inspection report can be issued to the person on site at the time of the inspection, if required.

- The location of any roads or streets and their names;
- Total floor area (m²) of the new building work;
- Total floor area (m²) of the existing building work;
- Scale of the plans;
- Building platform level and finished floor level (F.F.L.) of the building work;
- Location and heights of any retaining walls, if applicable;
- Location of boundary fences including swimming pool enclosure fences, gates, and water filtration equipment;
- Location of the sewerage mains, connection points (jump ups) and in non – sewerred areas, the location of the effluent tank and disposal trenches.

A COMPETENT PERSON

A competent person is someone who undertakes an inspection and provides a report to the certifier. We generally find that engineers are competent persons used to inspection and report on structural elements of the building work.

However, **PRIOR** to you deciding to use a competent person, they have to be assessed by us as competent, by providing us with a copy of their C.V. or Resume.

BSA INSURANCE PREMIUM

All 'building work' (as defined under the QBSA Act 1991) undertaken in Queensland over the value of \$3,300.00 attracts an insurance premium. **ONLY** BSA licensed contractors can pay this premium, owner builders are not required to pay this premium on their building work.

Should you have any further queries in relation to the payment of a BSA insurance premium please contact the BSA on 1300 272 272 or <http://www.bsa.qld.gov.au/HomeOwners/HomeWarrantyProtection/Pages/HomeWarrantyProtection.aspx>

We are required by law to sight a copy of the receipt for the payment of the insurance premium, **PRIOR** to the works being approved.

OWNER BUILDER PERMIT

Should you wish to undertake the building work (as defined under the QBSA Act 1991) yourself and these works are over the value of \$11,000.00, then an owner builder permit is required from BSA.

IMPORTANT INFORMATION

A correctly drafted set of plans WILL save you time and money as we rely greatly on the information contained within, and its accuracy. We assess your plans in strict accordance with the Building Code of Australia, and it's referenced Australian Standards, and the Local Authority Town Planning Schemes.

Should you be unable to acquire the aforementioned documentation, the costs incurred will be debited to your account.

PLAN DOCUMENTATION

We require only ONE set of plans and copies of the documentation previously outlined in the 'Checklist' section, as they are electronically inputted into our software system. **ONLY A4 or A3 sized documents can be scanned into our electronic system.**

Once approved, you will then receive a copy of the 'approved plans', these are the only plans that are to be recognised and used on site.

A REGISTERED PLAN (R.P.) OR SURVEY PLAN (S.P.)

A Registered Plan or RP and Survey Plan or SP is a plan drawn by a registered land surveyor and very accurately details the true dimensions and boundaries of your allotment.

These plans surveyed at the time that the sub-division is being divided into separate allotments. The plans are then registered with the Department of Natural Resources and Mines.

The web site is <http://www.derm.qld.gov.au/property/titles/publicinfo.html> where you can locate your own RP or SP.

The RP or SP will indicate easements on the allotment and who has access to these easements. As a 'general' rule, we cannot build in these easements.

A SITE PLAN

It is very important to the assessment process that we have a detailed site plan. The following is a suggestion of the information that can be indicated on your site plan:

- The proposed distance of the building work from the front, side and rear boundaries. These measurements are to be taken to the outermost projection (i.e. fascia line) of the building work;
- The location of all existing structures on the allotment, are to be clearly marked;
- Property description, lot and registered plan number indicating the area (m²) of the allotment;

QUOTATION

We can provide you with a written quotation specifically tailored to suit your building work/s on your site and its geographical location.

INVOICE

If you accept our quotation we will send you a Tax Invoice which is payable upon receipt. We accept cash (the exact amount), cheque or direct debit.

CHECKLIST

Please complete the following checklist.

= Document provided. = Document unavailable. = Not applicable.

Item	Description	Checked
1	Contract of Engagement (Mandatory)	<input type="checkbox"/>
2	Site plan. Clearly indicating building work off the boundaries	<input type="checkbox"/>
3	IDAS, Form 1	<input type="checkbox"/>
4	IDAS, Form 2	<input type="checkbox"/>
5	Architectural plans, and/or	<input type="checkbox"/>
6	Engineering plans	<input type="checkbox"/>
7	Landscaping plans (if applicable)	<input type="checkbox"/>
8	'As constructed' sewer main and stormwater main plans	<input type="checkbox"/>
9	Design Certificate Form 15, for ALL engineered designed elements	<input type="checkbox"/>
10	Soils test by an approved soils testing laboratory	<input type="checkbox"/>
11	A current title search, to determine ownership of the site	<input type="checkbox"/>
12	A registered plan (R.P. or S.P.) for the site	<input type="checkbox"/>
13	A copy of the Plan of Development (P.O.D, if applicable)	<input type="checkbox"/>
14	A copy of the Covenant Approval (if applicable)	<input type="checkbox"/>
15	Form 1 & 2 Plumbing and Drainage (compiled by your plumber)	<input type="checkbox"/>
16	A completed Energy Efficient Assessment	<input type="checkbox"/>
17	Confirmation of payment of the Portable long Service Leave Levy (if the works are over the value of \$80,000.00)	<input type="checkbox"/>
18	Confirmation of the payment of the BSA insurance premium (if the works are of a value over \$3,300.00 AND being undertaken by a BSA licensed contractor)	<input type="checkbox"/>
19	Owner Builder permit issued by the BSA (if the works are of a value over \$11,000.00)	<input type="checkbox"/>
20	On site sewerage treatment plant design drawings from a registered engineer AND approval from the local authority. This approval is a MUST, as we cannot approve your building application without this document	<input type="checkbox"/>
21	Should you wish to use a 'competent person' to conduct the following inspections: <input type="checkbox"/> Footings and/or piers; <input type="checkbox"/> Slab; <input type="checkbox"/> Bond beam; or <input type="checkbox"/> Frame. A copy of the persons C.V. or Resume is to be forwarded to us PRIOR to the appointment of your 'competent person' so that we may assess them as competent and enter them on our register	<input type="checkbox"/>



Unit 5/57 Bowen Road, Rosslea, QLD 4812.

Mobile 0418 187 293

ABN 84 931 581 122

Building Certifiers

"Your design, our approval"

INFORMATION PACK

FOR THE USE ON DOMESTIC BUILDING WORK, NEW, EXTENSIONS, RENOVATIONS AND OTHER MINOR BUILDING WORKS

The information contained within these documents will assist in the smooth application, assessment and approval of your building application.

The more accurate the information/documentation provided to Acacia Building Approvals, the faster that we can approve your building application. If you have any questions, please do not hesitate to contact **Milton Stennett on 0418 187 293**.

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