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## Certificate for Design Compliance Checklist

Classes 2 – 9 Commercial Buildings

Client name: \_\_\_\_\_ Ph No \_\_\_\_\_

Billing address: \_\_\_\_\_

Email: \_\_\_\_\_ Mob: \_\_\_\_\_

Address to which this Application Applies:

Lot No: \_\_\_\_\_ No: \_\_\_\_\_ Address: \_\_\_\_\_

Local Government area: \_\_\_\_\_

Value of Construction (GST Included): \$ \_\_\_\_\_

### Fees payable

- 0.2% of construction value or as per fee proposal
- Minimum fee of **\$990 incl GST**
- For projects > \$1m or for projects requiring assessment of alternative solutions are subject to fee proposal
- For projects that require TBS to issue both a CDC and CCC, as per fee proposal

### CHECKLIST

The following checklist indicates the minimum documentation that is required to be submitted as part of the Application for Certificate of Design Compliance.

PLANNING REQUIREMENTS	N/A	YES
<b>Has Planning Approval Been Obtained?</b> If yes, please provide approval letter with any conditions of approval.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Approval</b> Is approval from the heritage Council required?	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND DOCUMENTS		
<b>Site Plan</b> to a minimum scale of 1:200 or 1:500 must be provided showing all proposed and existing structures as well as all relevant setbacks, street furniture i.e. light poles, north point, cross over, driveway, site datum, spot levels, contours levels and finished floor levels.	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Floor Plan</b> to a minimum scale of 1:100 must be provided showing layout, north point, room functions, windows and door openings, clear dimensions, disabled access.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>External Elevations</b> to a minimum scale of 1:100 must be provided showing materials, windows and door openings (including barrier or cyclone screens, if applicable), ground, floor and ceiling levels.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Sectional View/s</b> showing floor and ceiling levels, construction details such as structural building elements, materials, insulation requirements, external and internal claddings and linings.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Structural Engineers Drawings</b> of all structural elements to be provided. All structural drawings must be signed and certified by a practicing structural engineer.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NOTE:</b>          If located in a cyclonic zone, the structural engineers certified details are also required to include the criteria below.</p> <p><u>General Criteria</u>          Region          Terrain Category          Building Importance level</p> <p><u>Earthquake requirements</u>          The minimum required co-efficient pursuant to BCA Volume 1 Part B and AS 1170.4 must be stated.</p> <p><b>Please note</b> the above criteria may be subject to change in accordance with Building Code of Australia, Australian Standards depending upon the type of work and locations.</p>		
<p><b>Specifications for the building work</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Certificate of Site Classification</b> (for new buildings or extensive ground floor additions only)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Access and Facilities for People with Disabilities</b>          Access and facilities for people with disabilities may be required to parts of the building, dependent upon the specific classification and size of building. Please find below a list of common requirements which must be shown:</p> <ul style="list-style-type: none"> <li>• Widths of doors, egress paths and paths of access</li> <li>• Circulation Space(s)</li> <li>• Ramps/landings/gradients</li> <li>• Tactile ground indicators (where applicable)</li> <li>• Sanitary Facilities – internal elevations and layouts fully dimensioned</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fire services plans</b> (hydraulics, electrical and mechanical)          Fire services, for example hydrants, hose reels, sprinkler systems etc. may be required dependent upon the specific classification and size of the building. Please find below a list of common requirements which</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>must be shown on the documentation submitted for Building Permit Approval.</p> <ul style="list-style-type: none"> <li>• Smoke detection and alarm system</li> <li>• Emergency lighting systems</li> <li>• Fire hydrant and hose reel locations</li> <li>• Sprinkler systems</li> <li>• Smoke control systems</li> <li>• Sound systems for emergency purposes</li> </ul> <p><b>Note:</b> If separating the building into fire compartments, certification of the FRL of the separating elements is required</p>		
<p><b>Alternative Solutions</b></p> <p>If it is proposed to use an Alternative Solution, a report from an appropriately qualified person must be submitted addressing the requirements of BCA section A0.8 – A0.10</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Energy Efficiency</b></p> <p>For buildings that contain conditioned spaces as defined by the Building Code of Australia, evidence is required to demonstrate compliance with BCA Vol 1 Part J. This includes HVAC systems and artificial lighting and power.</p> <p>A report from an energy assessor is acceptable.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Sound proofing (Class 2-4 buildings only)</b></p> <p>Details of sound proof rating for walls and floors separating sole occupancy units as required by the BCA</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Termite Barrier</b></p> <p>A copy of the nominated termite barrier details are to be provided. This may include the use of termite resistant materials.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>		
<p><b>Copies of Consent or Court Order for building work that adversely affects or encroaches onto other land</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Septic Tank Approval</b></p> <p>Septic tank approval may be required dependant on if the proposed works can or cannot be connected to deep sewer. A check can be made by calling the Water Corporation on 13 13 95.</p>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:** The *Building Regulations 2012* reg 18B requires the plans and specifications of all new buildings greater than 500m<sup>2</sup> to be submitted to FESA for assessment against its operational requirements.

The plans must be submitted by the certifier at least 15 days prior to a Certificate of Design Compliance being issued. Please allow for this time in your schedule.