



MINIMUM DOCUMENTATION REQUIREMENTS FOR BUILDING APPROVAL LODGEMENT CLASS 1 AND 10 – RESIDENTIAL CONSTRUCTION

Building Act 2004, s151 and s28A

This document outlines the minimum documents the Construction Occupations Registrar (Registrar) requires as part of the lodgement of building approval documents under section 28A of the *Building Act 2004* (the Act). This document also outlines the minimum content of those documents and the naming conventions that must be used to be in an acceptable form for lodgement.

This is not an exhaustive list. Plans, drawings and specifications should not be limited to the items listed below. This does not replace the legislative requirement for plans to comply with Australian Standard (AS) 1100 nor does it replace the requirement to comply with section 26 of the Act and division 3.2 of the *Building (General) Regulation 2008* and all other relevant legislative provisions.

If the building proposal does not require a 'required document' listed below as it is not relevant to the development proposal, the building certifier must indicate that on the checklist contained in this document. The checklist must be lodged with the building approval documents.

Where a required detail does not form a stand-alone document the building certifier must indicate on the checklist the document that the detail is contained in. For example, if the footing and slab details are on the plans from the engineer, the certifier must note on the checklist 'Engineering Plans' in the appropriate column.

Failure to submit the required documents or details will result in a failed completeness check with associated fees being charged as per the 'Planning Lease Administration Building Services - Fees And Charges booklet' that is available on the planning.act.gov.au website. These fees will be charged to the building certifier who lodges the documents with the Registrar.

Document Naming Conventions

Similar to the Development Approval process for administrative purposes, and to ensure compliance with the Territory Records Act, the building certifier must ensure that the documents are named using the file naming conventions identified in the table below.

The certifier must upload each document as a separate .pdf and where details are provided as a standalone document, rather than in a plan set, the conventions as identified in the documents list relating to details must also be utilised. Approved Architectural plans and Engineering Design may be provided in one file as a 'set'.

Please note that this is for administrative purposes only and does not negate the need to name the document, rather than the file, with the appropriate name in accordance with relevant provisions of the Building Act, Building Code and AS1100.

Documents and Details required on plans ✓ Required ♦ Required if relevant to the proposed building work	File Naming Convention	New Class 1	New Class 10	Additions & Alterations to existing Class 1	Additions & Alterations to existing Class 10
Form – Minimum Documentation Requirements for Building Approval Lodgement Checklist	Details – Minimum Documents Checklist	✓	✓	✓	✓
Form – Appointment of Certifier	Appointment of Certifier	✓	✓	✓	✓
Asbestos Removal Control Plan	Asbestos Removal Control Plan	♦	♦	♦	♦
Development Approval (including amendments)	Approved Plans – Development Approval	♦	♦	♦	♦
Estimate of the Cost of the Building Work	Details – Cost of Building Work	✓	✓	✓	✓
Performance Solutions	Performance Solutions	♦	♦	♦	♦
CodeMark Certificates	CodeMark Certificates	♦	♦	♦	♦
Referral Documents Including but not limited to: Electricity Network, Gas Network, Water Network, Sewerage Network, Transport Canberra and City Services, Urban Treescapes, ACT Heritage Council, Emergency Services Agency, Environment Protection Authority, National Capital Authority	Statement of Compliance – <i>Name of entity</i>	♦	♦	♦	♦
Site Plan	Approved Plans – Site	✓	✓	✓	✓
Floor Plan	Approved Plans – Floor	✓	✓	✓	✓
Elevation Plan	Approved Plans – Elevation	✓	✓	✓	✓
Section Details Wall, Floor Ceiling & Roof	Approved Plans – Sections Wall Approved Plans – Sections Floor Approved Plans – Sections Ceiling Approved Plans – Sections Roof	✓	♦	✓	♦
Landscape Plan	Approved Plans – Landscape	✓	♦	✓	♦
Demolition Plan	Approved Plans – Demolition	♦	♦	♦	♦
Footings and Concrete Slab Details	Details – Footings Concrete Slab	♦	♦	♦	♦
Retaining Wall Details	Details – Retaining Walls	♦	♦	♦	♦
Masonry Construction Details	Details – Masonry Construction	♦	♦	♦	♦
Framing (including trusses) and Construction Details	Details – Framing	✓	♦	✓	♦
Roof Cladding Details	Details – Roof Cladding	✓	♦	✓	♦
Exterior Cladding & Material Details	Details – Exterior Cladding & Materials	✓	♦	✓	♦
External Waterproofing	Details – External Waterproofing	♦	♦	♦	♦
Wet area details	Details – Wet Area	✓	♦	✓	♦
Windows and Glazing Details	Details – Windows Glazing	✓	♦	♦	♦
Fire Safety Details	Details – Fire Safety	✓	♦	♦	♦
Safe Movement and access (including stairs and ramps) Details	Details – Movement Access	✓	♦	♦	♦
Swimming Pools and Spas Details (including fencing/barriers)	Details – Pools Spas	♦	♦	♦	♦
Energy Efficiency Details	Details – Energy Efficiency	✓	♦	✓	♦
Water Supply and Drainage Plan	Details – Water Drainage	✓	♦	♦	♦

Services Plan	Details – Services	✓	◆	◆	◆
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Minimum Documentation Requirements Definitions and Checklist

The preferred format of documents and plans is in portable document format (.pdf).

The preferred electronic size of plans is A3 and other documents A4.

Required 'plans' are to be fully dimensioned and to the scales as identified below and must contain a drawing title block which includes the site details, revision number, designers name and correct plan name in accordance with AS1100.

Required 'details' can be included in plans and/or specifications.

Submission Requirement	Required Information	Checklist
<u>Form – Minimum Documentation Requirements for Building Approval Lodgement Checklist</u>	Fully completed form: Minimum Documentation Requirements Definitions and Checklist. (This form)	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Form – Appointment of Certifier</u>	Fully completed form: Appointment of a certifier application for building approval. Inc. nominate the kind of certificate of occupancy for which the applicant proposes to apply;	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Asbestos Removal Control Plan</u>	Prepared in accordance with Code of practice for the safe removal of Asbestos National Occupational Health and Safety Commission 2 nd Edition (NOHSC: 2002(2005))	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Development Approval</u>	Notice of Decision and Approved Plans, including any amendments.	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Estimate of the Cost of the Building Work</u>	As calculated in accordance with Building (General) (Cost of Building Work) Determination.	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Performance Solutions</u>	All calculations, reports, certificates and manufacturer's information together with a written proposition to support a performance solution which is not in accordance with the Deemed-to-Satisfy provisions of the National Construction Code. The area relating to a performance solution must be identified on all relevant approved plans. Referral to emergency services commissioner if a performance solution deals with fire protection, <i>Building (General) Regulation 2008</i>	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>CodeMark</u>	All required CodeMark related certificates	<input type="checkbox"/> Supplied as stand alone or in document <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Referral Documentation</u>	All referral entities required for the building approval, inc. statement of compliance/Notice of Decision and all relevant stamped plans	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Site Plan</u>	<ul style="list-style-type: none"> • Scale not less than 1:200 • The title boundaries, dimensions and directions including the north point, of the land • The position and dimensions of any easement or services on the land • The position and dimensions of the proposed building or structure (retaining walls, swimming pools, garages, etc.) or building work on the land • Driveways, parking areas and verge crossovers • Finished floor levels relative to datum ground level • Finished site levels relative to datum ground level • The relationship of the proposed building or building work to the boundaries of the land • The position of any buildings on adjoining properties within 3m of the boundary of the land • Detailed contours of the land at 0.25m intervals over the building site relative to datum ground level • Earthworks (excavations or fill levels relative to datum ground level, and compaction details) and associated soil and water management strategies • The position of any existing building, structure and trees on the land and the purpose for which the building or structure is used • All utility connection points including electrical, stormwater, sewerage, water and telecommunication/data 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Floor Plan</u>	<ul style="list-style-type: none"> • Scale not less than 1:100 • A plan for each floor including any trafficable subfloor areas • Dimensions • Key to sections cross referenced to relevant drawing and sheet number • Finished floor levels related to datum ground level • Identification of the existing building • Identification of all rooms (existing and proposed) 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Elevation Plan</u>	<ul style="list-style-type: none"> • Scale of not less than 1:100 • Dimensioned heights including overall heights • Proposed external materials referenced to a materials schedule including: <ul style="list-style-type: none"> ○ Product ○ Colour ○ Specific installation requirements ○ CodeMark Certificate • Finished floor levels and ceiling levels relative to datum ground level • Natural and finished ground levels relative to datum ground level • Floor to ceiling heights 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Section Details – Wall, Floor Ceiling & Roof</u>	<ul style="list-style-type: none"> • Scale of not less than 1:100 • Finished floor levels and ceiling levels relative to datum ground level • Natural and finished ground levels relative to datum ground level • Floor to ceiling heights • Long section of any proposed basement ramp/steep driveway showing gradients • Terrace/Balcony section identifying stepdowns for waterproofing and drainage requirements • Section of any sub floor areas 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Landscape Plan</u>	<ul style="list-style-type: none"> • Scale not less than 1:200 • The title boundaries, dimensions and directions including the north point, of the land • The position and dimensions of any easement or services on the land • The position and dimensions of the proposed building or structure (retaining walls, swimming pools, garages, etc.) or building work on the land • Driveways, parking areas and verge crossovers • Proposed site levels relative to datum ground level • The relationship of the proposed building or building work to the boundaries of the land • Detailed contours of the land at 0.25m intervals over the building site relative to datum ground level • Site Coverage Details • Planting area details • Existing and proposed Tree and shrub planting 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Demolition Plan</u>	<ul style="list-style-type: none"> • Scale not less than 1:200 • The title boundaries, dimensions and directions including the north point, of the land • The position and dimensions of any easement or utility tie or service points on the land • The position and dimensions of the proposed buildings or structures to be demolished • The relationship of the proposed demolition to the boundaries of the land • The position of any buildings on adjoining properties within 3m of the boundary of the land • The position of any existing building, structure or trees and the purpose for which the building or structure is used • Identification of erosion and sediment control measures 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Footings and Concrete Slab Details</u>	<ul style="list-style-type: none"> • Section of any sub floor areas • Dimensioned plan and construction details of footings including penetrations, step down details and placement of reinforcement including cover • Nominated founding depth and description of founding material • Dimensioned plan and construction details of slabs including levels, falls or gradients • Construction details of penetrations, step downs in beams, set downs in slabs and placement details of reinforcement including cover • Slab preparation including materials, thicknesses, compaction requirements, vapour barrier specifications and installation details • Concrete strength, slump, finishing and curing requirements • Specifications and installation details of proprietary and other systems 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Retaining Wall Details</u>	<ul style="list-style-type: none"> • Dimensioned plan showing position of retaining wall, drainage, founding levels and heights • Dimensioned construction details • Drainage, tanking and protection details • Backfill specifications • Concrete mix, slump, reinforcement placement Washout requirements • Specifications and installation details of proprietary and other systems 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

Masonry Construction Details	<ul style="list-style-type: none"> • Show unreinforced, reinforced or earthwall construction • Identify structural and non-structural walls • Specify dimensions of engaged and isolated piers • Reinforcing specified for reinforced walls • Identify fire rating requirement • Masonry unit sizes and bond patterns and tooling of joints • Specification of brick ties and anchorages • Mortar specification • Cavity dimension and clean out specification • Knockout blocks for washout • Control joint location and detail • Sub floor vents. Location and Size per metre • Specify lintels and bond beams • Sub floor bracing (masonry shear walls) • Weatherproofing and waterproofing details • Flashings, damp proof course and weep holes • Weephole guards (insects, bushfire prone areas) 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
Framing (including trusses) and Construction Details	<ul style="list-style-type: none"> • Type of framing material to be used • Framing drawings or schedules to indicate each structural member, dimensions, orientation, grade and size, spacing and span • Joint, support and bearing details • Show minimum clearances to ground level of flooring system members • Fire rating construction details • Bracing, tie downs and fixings • Roof pitch, eave / overhang details • Hot water service or air conditioners 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
Roof Cladding Details	<ul style="list-style-type: none"> • Sheeting or tile specification including: <ul style="list-style-type: none"> ○ Roof pitch ○ Flashing details ○ Roof drainage ○ Downpipe locations ○ Box gutter details ○ Rain head and/or sump locations • Bushfire sealing requirements • Roof lights • Roof and eave ventilation • Show location of roof mounted solar 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Exterior Cladding and Material Details</u>	<ul style="list-style-type: none"> • Cladding system description, manufacturer, material, pattern and colour, cavity detailing • CodeMark Certification • Fixings, flashings and other details • Clearance to ground requirements • Sub floor ventilation • Bushfire protection requirements 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>External Waterproofing</u>	<ul style="list-style-type: none"> • Flat roof, Green roof, Terraces and Balcony details inc. <ul style="list-style-type: none"> ○ Section ○ Step-down ○ Waterproofing ○ Compliance with AS 4654.1 and AS 4654.1 as required 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Wet area details</u>	<ul style="list-style-type: none"> • Specify material and system • Wet areas specification (extent and system e.g. membrane, manufacturer and type) • Location and design of wet areas 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Windows and Glazing Details</u>	<ul style="list-style-type: none"> • Window system description, manufacturer, frame material and energy rating • Glazing specification • Bushfire-prone areas requirements • Opening size for ventilation calculation • Other glazing <ul style="list-style-type: none"> ○ Internal glazing specifications including wet area glazing, shower screens, doors ○ Balustrade system specification (glass and fixings) • Overhead glazing, roof lights 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Fire Safety Details</u>	<ul style="list-style-type: none"> • Smoke alarm locations and type • Bushfire-prone areas specifications • Fire separation details • Separating Wall system and specific details and installation requirements • Penetration sealing specifications (building perimeter) • CodeMark Certification 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Safe Movement and access (including stairs and ramps) Details</u>	<ul style="list-style-type: none"> • Construction – type, material and proprietary system • Balustrade construction, spacing and handrails • Clearance height above stair nosings • Winders detail • Dimensions of landings, risers and goings • Section through the stairs • Method of construction, including aperture size, non-slip requirements • Ramp slope and surface finish • Livable Housing Design compliance is to be clearly shown on the plans, the locations and a clear identification on how it complies on the specific development: <ul style="list-style-type: none"> ○ Part 1 - Dwelling access ○ Part 2 - Dwelling entrance ○ Part 3 - Internal doors and corridors ○ Part 4 - Sanitary compartment ○ Part 5 - Shower ○ Part 6 - Reinforcement of bathroom and sanitary compartment walls 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Swimming Pools and Spas Details (including fencing/barriers)</u>	<ul style="list-style-type: none"> • Construction details, waterproofing, drainage, pool water recirculation and filtration systems • Pool safety barrier details and height • Openings, gates and latches 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Energy Efficiency Details</u>	<ul style="list-style-type: none"> • Building fabric thermal efficiency specification <ul style="list-style-type: none"> ○ Walls, ceiling, floors and roof ○ Insulation location and R value ○ Sarking vapour permeability • Window energy specification • Energy rating documentation • Building sealing • Air movement control strategies • Pipe and services insulation • Glazing calculator to be supplied if a Deemed-To-Satisfy solution • Under slab or slab edge insulation 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use

<u>Water Supply and Drainage Plan</u>	<ul style="list-style-type: none"> • An interim sanitary drainage plan • A plan that identifies the location of all relevant water supply and drainage points to the building • Surface and sub-surface site drainage including location of on-site waste water management systems including land application area • Levels of overflow relief gully (ORG) rim relative to the lowest sanitary plumbing fixture outlet and the surrounding finished surface level • Levels of inverts to existing and proposed drainage services at point of connection to approved disposal system 	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
<u>Services Plan</u>	<ul style="list-style-type: none"> • A plan that identifies the location of all relevant internal and external electrical points in or on the building, lighting, plant and mechanical inc. <ul style="list-style-type: none"> ○ Air-conditioning ○ Heating ○ Evaporative cooling ○ Exhaust fans ○ Water heaters ○ Fixed appliances ○ Water tanks (including connection) <p>Specific product information is required for all electrical appliances.</p>	<input type="checkbox"/> Supplied as stand alone or in document <hr/> <input type="checkbox"/> Not required <input type="checkbox"/> Office Use
Name of Certifier: _____ Licence Number: _____ Date: _____		Customer Service Officer: _____ Number of Completeness Check Failures: _____ Date: _____