

Director's Determination – Director's Specified List

Building Act 2016

August 2026 | Version 1.3



Building Act 2016

Director's Determination – Director's Specified List

I, Brad Wagg, in my capacity as Delegate of the Director of Building Control and acting pursuant to section 20(1)(d) of the *Building Act 2016*, hereby make the following Determination.

Determination title	Director's Specified List
Description	This Determination specifies: a) Time periods and documents as required for processes under the <i>Building Act 2016</i> and the <i>Building Regulations 2016</i> b) Schedule 1 - Minimum requirements for design documentation for Class 1 and Class 10 buildings. c) Schedule 2 - Documents and minimum requirements for design documentation of plumbing work d) Schedule 3 – Documents and minimum requirements of as constructed plans of plumbing work
Version	August 2026 v1.3
Application	For the purposes of 20(3)(b) of the Act, this Determination applies from 1 September 2026 until its revocation. This Determination supersedes the previous Director's Specified List v1.2.
Date of Director's approval	28 August 2026



Brad Wagg

Delegate of the Director of Building Control

Document development history

Version	Application date	Amendment
1.3	28 August 2026	Clarification regarding definition of 'Certificate of Title'. Document style updates.
1.2	11 September 2017	Specified date for section 206(3) as 12 months.
1.1	1 July 2017	For Notifiable Work, clarification that the documents to accompany notified to the Permit Authority include: - • the Certificate of Likely Compliance • documents that were assessed by the building surveyor and • the Notice of Work Clarification that building design requirements of Schedule 1 apply to Notifiable building work and Permit building work Amendment of Schedule 2 items (in Part 3) concerning documents for the designing on-site wastewater management systems Insertion of a new Schedule 3 concerning the standards of "As Constructed" plans of plumbing work
1.0	5 December 2016	Original release

Director's Specified List:

Time periods and documents specified by the Director of Building Control

- The *Building Act 2016* and the *Building Regulations 2016* require a number of matters to be specified by the Director of Building Control. The matters specified under the authority of the Director are those marked “DBC” in column 2 of the following List.
- For the guidance of council staff and building services providers, the time periods or documents required by the Building Act (Act) or Schedule 2 of the Building Regulations (BR) are also indicated.
- Single numbers in brackets refer to the required number of copies for an application.
- A “Business Day” is defined in s.4 of the Act.
- For the purposes of this document, a Title Search (Register Extract) issued from the Register maintained under the *Land Titles Act 1980* is taken to be a Certificate of Title.

Section	Authority	Matter	Requirement
98(1)(e) 121(1)(e) 132(1)(d) 183(1)(d)	DBC	The period in which a Building Surveyor has to forward documents to a Function Control Authority	Within 2 working days of receiving the application.
	DBC	The period in which a Function Control Authority has to notify the Building Surveyor.	Within 14 days of receiving the documents.
27(1)	Act	Record keeping requirements by Permit Authority	See Schedule 1 of the Act. The Director has not specified any additional documents
30(1)(a)(i)	Act	Period in which a building surveyor is to provide to the permit authority copies of a Certificate of Likely Compliance, a Certificate of Substantial Compliance, an Occupancy Permit or a Temporary Occupancy Permit	Within 7 business days of granting or amending
30(1)(a)(ii)	DBC	Other documents a building surveyor is to provide to the permit authority	The Director has not specified any additional documents

Section	Authority	Matter	Requirement
30(1)(b)	Act	Documents that a building surveyor is to keep a register of at their place of business	All certificates or Temporary Occupancy Permits, granted or amended and any determinations made by the building surveyor
37(3)(a)	Act	Period in which a building surveyor is to give notification of resignation to the permit authority and director	Within 7 business days of resignation

37(3)(b)	DBC	Documents a building surveyor is to forward to the permit authority after resigning under s.37(3)(a)	• A Certificate of Likely Compliance • A Certificate of Substantial Compliance • A Notice of Work • A Standard of Work Certificate • Copy of a Building Permit • Any variation to a Certificate of Likely Compliance or building permit consented to by the building surveyor or the Permit Authority under s.136 or 148(3)(b) • All design documentation accepted by the building surveyor including for performance solutions • All Certificates of the responsible designers (Building Work) (Form 35) • All Certificates by qualified person for an assessable item (Form 55) • Start work notification and authorisation • Inspection notifications from the builder at each mandatory notification stage • Building surveyor's mandatory notification records • Inspection reports or file notes • Reasons for their non-inspection under regulation 18(3)(c) • Inspection Directions given, unresolved at the date of resignation • Building Orders given that have not been complied with
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Section	Authority	Matter	Requirement
			Any other documents relied on by the building surveyor during construction.
39(3)(b)	DBC	Documents a building surveyor is to forward to the permit authority after ceasing to act and work is incomplete	- Documents are the same as those specified for resignation under s.37(3)(b) - To be provided within 28 days (Act)
40(a)	DBC	Period in which a person who has engaged a new building surveyor is to notify the permit authority or another person of that change	Within 7 business days after the engagement
51(2)	Act	Details the owner must notify to the building surveyor of a change of responsible builder	- Name and address - Licence number - To be notified within 14 days
51(3)	Act	Details of proposed Owner Builder Permit work, to be notified to the building surveyor	- Details of the Owner Builder Permit granted under the <i>Occupational Licensing Act 2005</i> - Refer also the matters prescribed in Regulation 11
51(4)	Act and DBC	Period in which a change of owner or parties to building or demolition work is to be notified to the building surveyor and permit authority; and the specified information in the notification	Within 7 days of a change of: - Owner - Agent - Designer - Builder/ demolisher Or a change to the name and address of the above persons
52(1)	Act	Notification by owner or agent to notify permit Authority of appointment of plumber	Within 14 days of their engagement

Section	Authority	Matter	Requirement
52(2)	Act and DBC	Period in which a change of owner or parties to plumbing work is to be notified to the permit authority; and the specified information in the notification	Within 7 days of a change of: • Owner • Agent • Designer of plumbing work • The responsible plumber Or a change to the name and address of the above persons
56(1) and (2)	Act and DBC	Details of written notice of proposed work on a party wall that is to be provided to adjoining owner(s)	• A notice is to be served at least 6 weeks before any work is proposed to start • An adjoining owner is to respond to the notice within 10 days Specified details to be included on a notice: • The nature of the building work, or demolition work proposed • Dimensions of the work • Materials to be used • The proposed program for performing the proposed work • Any protection work that may be required • Insurance cover (if required) • Estimated cost of the works

Section	Authority	Matter	Requirement
57(2)	Act and DBC	Details of written notice of proposed work on a party structure that is to be provided to adjoining owner(s)	• Notice is to be served at least 6 weeks before any work is proposed to start (Act) Specified details to be included on a notice: • The nature of the building, or demolition work proposed • Dimensions • Materials to be used • The program for performing the proposed work • Any protection work that may be required • Insurance cover (if required) • Expected cost of the works Work must commence 6 months after notice served (Act)
58(1)	DBC	Period in which an adjoining owner is to reply to a notice regarding work on a party structure with a request for alterations to the work or program	Within 10 days of receiving the notice
59	DBC	Period to reply to any notifications given under Division 2 of Part 5	For a notice given by either the owner, or by an adjoining owner, within 10 days of receiving such a notice
61(2)(a)	Act	Period of notice to gain entry to premises to perform agreed works	A least 14 days prior notice is to be given before an owner can enter the adjoining premises

Section	Authority	Matter	Requirement
77(2)	Act and DBC	Details to be contained in a Protection Work Notice to adjoining owner(s), building surveyor or permit authority of the protection work proposed	• Name of building surveyor engaged by the owner (Act) • Name of the permit authority (where protection work relates to plumbing work) (Act) • The building, demolition, or plumbing work proposed • The protection work proposed • Particulars of program for undertaking the protection work • Insurance cover required • Duration of the protection work • Expected completion date of the building, demolition, or plumbing work • Any reports on the existing condition of an adjoining property
79(1)	BR	The period in which an adjoining owner has to respond to a notice from an owner: • Agree; • Reject; or • Seek more information	Within 21 days of receiving the notice
81(1)(a)(i)	DBC	Period in which an owner is to provide more information or to refer a disagreement to the building surveyor	Within 5 days of receiving the response from the adjoining owner (Building or Demolition Work)
81(1)(a)(ii)	DBC	Period in which an owner is to provide more information or to refer a disagreement to the permit authority	Within 5 days of receiving the response from the adjoining owner (Plumbing Work)

Section	Authority	Matter	Requirement
81(2)(c)	DBC	Period in which a building surveyor is to determine the appropriateness of proposed protection work	Within 14 days of the referral
81(3)(c)	DBC	Period in which permit authority to determine appropriateness of proposed protection work	Within 14 days of the referral
83(3)(b)	BR	Period in which parties are to agree on required insurance	Within 14 days to agree on the amount and to enter an agreement for insurance cover
84(3)(b)	BR	Period to agree on the condition of premises	Within 14 days for parties to agree and sign an agreement on the condition of the premises
85(1)	Act	Notice to enter premises to perform agreed work	At least 72 hours prior notice or a period agreed between parties
87(1)	DBC	The period in which an owner has to provide completed drawings and specifications of protection work carried out	Within 14 days of completion of the protection work.
87(2)	DBC	Period in which the building surveyor is to provide a copy of drawings and specifications of completed protection work to the permit authority.	Within 7 business days of receiving the drawings and specifications from the owner
88	DBC	Period in which an agreement on expenses of an adjoining owner is to be made	Within 21 days for parties to reach an agreement before they can appeal
97(2)(b)	BR & DBC	Matters to be included on a Notice of Work for Notifiable Building Work	• See matters prescribed in Regulation 26; and • Design documentation that complies with the requirements of Schedule 1 of this Determination
98(2)	DBC	Period in which a building surveyor may request further information	Period as specified by the relevant building surveyor
98(3)	DBC	Period in which a building surveyor is to issue a Certificate of Likely Compliance of Notifiable building Work	Within 14 days of receiving a Notice of Work

Section	Authority	Matter	Requirement
98(4)	DBC	Documents to accompany the Certificate of Likely Compliance issued by a building surveyor to be forwarded to the permit authority	A certified copy of all design document and certificates that were submitted with the Notice of Work and any other documents relied on by the building surveyor for their assessment for a Certificate of Likely Compliance
98(4)	Act	Period in which a copy of a Certificate of Likely Compliance of Notifiable Building Work and the Notice of Work is to be forwarded to the permit authority	Within 7 days after issuing the Certificate of Likely Compliance
98(6)	DBC	Period in which a building surveyor is to notify a refusal to grant a Certificate of Likely Compliance of Notifiable Building Work and give a copy to the responsible builder	Within 5 days of the decision to refuse
99(3)(b)	DBC	Period in which the new person, responsible for building work, is to notify the building surveyor of a change of builder	Within 5 days of their engagement
99(5)	DBC	Period in which a building surveyor is to grant or refuse a renewal of a Certificate of Likely Compliance of Notifiable Building Work	Within 7 business days of making the application
99(6)	DBC	Period in which building surveyor is to notify permit authority of renewal of a Certificate of Likely Compliance	Within 5 business days of the renewal
101(3)	BR	Period in which an oral inspection direction is to be put in writing	Within 2 business days
102	DBC	Period within which a responsible person is to notify the building surveyor that work is complete	Within 5 days of completion of work

Section	Authority	Matter	Requirement
103(1)(a)	BR	Period in which a responsible person is to provide the building surveyor with their Standard of Work Certificate and any as constructed plans	Within 5 days of completion of work
103(1)(b)	BR	Period in which a person is to provide the owner with their Standard of Work Certificate	Within 5 days of completion of work
104(3)	Act	Documents to accompany an application for a Certificate of Completion of Notifiable Building Work	• The Standard of Work Certificate • Details of any variations or as constructed drawings • Evidence that Building Administration Fee has been paid • For any associated Notifiable Plumbing Work, or Permit Plumbing Work: ○ a Standard of Work Certificate and a ○ Certificate of Completion
104(3)	DBC	Period in which building surveyor is to grant or refuse an application for Completion of Notifiable Building Work	Within 5 business days or period agreed between parties
104(4)	Act	Period in which building surveyor is to provide a copy a Certificate of Completion to the permit authority	Within 7 business days of granting the certificate
108(2)(b)	BR	Matters or documents that a Notice of Work for Notifiable Plumbing Work is to contain or be accompanied by	See the matters prescribed in Regulation 34
109(2)	DBC	Period in which permit authority may request further information	Period as determined by the permit authority

Section	Authority	Matter	Requirement
109(3)	DBC	Period in which permit authority is to grant or refuse a Certificate of Likely Compliance Notifiable Plumbing Work	Within 14 days after receipt of the Notice of Work or a period agreed with applicant
109(5)	DBC	Period in which permit authority is to notify a refusal of a Certificate of Likely Compliance and reasons and provide copy to responsible plumber	Within 5 business days of the decision
109(7)	Act	Duration of a Certificate of Likely Compliance (if work was not started)	12 months
110(3)(b)	DBC	Period in which new person responsible for plumbing work is to notify the permit authority of change of plumber	Within 7 days of the change
110(4)	DBC	Period in which to grant or refuse an application for a renewal of a Certificate of Likely Compliance	Within 7 business days of receiving the application
112(3)	BR	Period in which an oral inspection direction is to be put in writing	Within 2 business days
114(1)(a)	BR	Period in which a person is to provide the permit authority with their Standard of Work Certificate and any as constructed plans	Within 5 business days of completion
115(2)	Act	Documents to accompany an application for Certificate of Completion	• Standard of Work Certificate • As constructed plans
115(3)	DBC	Period in which permit authority is to grant or refuse a Certificate of Completion	Within 5 business days after receipt of the application or period agreed between the parties
120(2)(b)	BR	Matters a Notice of Work Notifiable Demolition Work is to contain	See the matters prescribed in Regulation 46

Section	Authority	Matter	Requirement
121(2)	DBC	Period in which a building surveyor may request further information	Period as specified by the building surveyor
121(3)	DBC	Period in which a building surveyor is to grant or refuse a Certificate of Likely Compliance Notifiable Demolition Work	Within 14 days of receiving a Notice of Work
121(4)	DBC	Period in which building surveyor is to send a copy of Certificate of Likely Compliance Notifiable Demolition Work to permit authority	Within 7 days
121(6)	DBC	Period in which to notify a refusal of Certificate of Likely Compliance and reasons and provide a copy to responsible builder/ demolisher	Within 5 days of the decision
121(8)	Act	Duration of a Certificate of Likely Compliance Notifiable Demolition Work (if work not started)	12 months
122(5)	DBC	Period in which a building surveyor is to grant or refusal a renewal of a Certificate of Likely Compliance	Within 7 business days of the application
121(6)	DBC	Period for building surveyor to forward copy of renewal of a Certificate of Likely Compliance to the permit authority	Within 5 business days of the renewal
124(3)	BR	Period in which an oral inspection direction is to be put in writing	Within 2 business days
125(1)	DBC	Period in which responsible person is to notify the building surveyor of completion of work and provide their Standard of Work Certificate Notifiable Demolition work	Within 5 days of completion of the work

Section	Authority	Matter	Requirement
126(1)(b)	DBC	Period in which responsible person is to provide the owner with a copy of their Standard of Work Certificate	Within 5 days of completion of the work
127(2)(b)	Act	Documents to accompany application for a Certificate of Completion of Notifiable Demolition Work	Standard of Work Certificate
127(3)	DBC	Period in which building surveyor to grant or refuse Certificate of Completion Notifiable Demolition Work	Within 5 business days after receiving the application
127(4)	Act	Period in which building surveyor is to provide copy of Certificate of Completion of Notifiable Demolition Work to permit authority	Within 7 business days of granting Certificate
130(2)(b)	DBC	Documents or information to be included with an application for a Certificate of Likely Compliance Permit Building Work	• The documents (if required) referred to in Schedule 1 • Copies of relevant permits or approvals required under other legislation • Certificates of the responsible designers – building work (Approved Form 35) • Any other documents relied on by a designer • Any performance solution proposal and verification method • Any Certificate of an assessable item by a qualified person (Approved Form 55) • Copy of letter from owner consenting to use of a performance solution • Any determination made by the Appeal Tribunal under Division 2 of Part 19

Section	Authority	Matter	Requirement
131	DBC	The period in which a building surveyor is to forward documents to a Reporting Authority	Within 2 days of receiving an application for a Certificate of Likely Compliance
131	DBC	The period in which a Reporting Authority has to supply the required report to a building surveyor	Within 14 days of receiving the request for the required report
132(1)	DBC	The period in which a building surveyor is to grant or refuse a Certificate of Likely Compliance Permit Building Work	Within 21 days of receiving the application or a period agreed between the parties
132(3)(a) & (b)	DBC	Period in which building surveyor is notify a Reporting Authority of not implementing the Required Report and to provide a copy of the Certificate of Likely Compliance	Within 5 business days of granting the Certificate of Likely Compliance
133(2)	DBC	Period in which building surveyor is to notify applicant of refusal of application and reasons	Within 5 days of the decision to refuse
135	Act	Duration of a Certificate of Likely Compliance Permit Building Work (if work not started)	12 months

Section	Authority	Matter	Requirement
139(2)	Act and DBC	The documents or matters required to accompany an application for a Building Permit	• Certificate of Likely Compliance (3) • All documents referred to on the Certificate of Likely Compliance • Building Administration Fee and any other fees or levies (e.g. Industry Training levy) • Certificate of Title, Schedule and Plan • Site plans • Architectural Plans • Certificates of the responsible designers (Building Work) (Approved Form 35) • Outline Plan and procedure of demolition works (if applicable) • Details of proposed work for the protection of persons or property • All certificates and reports relied on by the designer and the building surveyor • Evidence of the contract price of the building work, or if there is no contract an estimate of the total cost of the building work provided by a building surveyor • A certificate for certifiable work (building) if required under the <i>Water and Sewerage Industry Act 2008</i> • The documents (if required) referred to in Schedule 2

Section	Authority	Matter	Requirement
141(1)	DBC	The period in which an applicant has to provide additional information or amend the application for building permit	Within 7 days of receiving the request or a period agreed between the applicant and the permit authority
142(1)	DBC	The period in which a permit authority may refuse an application for a building permit	Within 7 days of receiving the application or a period agreed between the applicant and the permit authority
143(1)	DBC	Period in which permit authority is to grant application for a building permit	Within 7 days of receiving the application or a period agreed between the applicant and the permit authority. Note: A further period may apply if a permit for plumbing work is also required
147(2)	DBC	Documents or information to be included with an application to extend duration of a building permit	• Reports of prior inspections of work (if any) • Advice by the building surveyor on the state of the works
147(3)(a)	DBC	Period in which building surveyor is to provide advice to the permit authority on the status or progress of the work	Within 14 business days of an application made for the extension of a building permit
147(4)	DBC	Period in which permit authority is to grant or refuse an application to extend building permit	Within 7 days of receiving the application or a period agreed between the applicant and the permit authority
147(4)(c)	DBC	Period in which permit authority is to notify refusal of application	Within 5 days of making the decision
150(3)	BR	Period in which an oral inspection direction is to be put in writing	Within 2 business days
151(1)	BR	Period in which responsible person is to provide to building surveyor their Standard of Work Certificate Permit Building Work	Within 5 business days after completion of work

Section	Authority	Matter	Requirement
153(2)(c) and (d)(i) & (ii)	Act	Documents to accompany an application for a Certificate of Completion of Permit Building Work	• Standard of Work Certificate • Certificate final inspection • For any associated Notifiable Plumbing Work, or Permit Plumbing Work: ○ a Standard of Work Certificate and a ○ Certificate of Completion
153(3)	DBC	Period in which permit authority is to grant an application for a Certificate of Completion Permit Building Work	• Within 5 days after receiving the application
156(2)(b)	DBC	Documents to accompany an application for a Certificate of Likely Compliance Permit Plumbing Work	• A certificate for certifiable work (plumbing) if required under the <i>Water and Sewerage Industry Act 2008</i> • Certificates of the responsible designers – plumbing work (Form 35) • Any other document relied on by a designer • Any Certificate of an assessable item by a qualified person (Form 55) • Any performance solution proposal and verification method • Copy of letter from owner consenting to use of a performance solution • Any determination made by the Appeal Tribunal under Division 2 of Part 19 • The documents (if required) referred to in Schedule 2
156(4)	DBC	Period in which the applicant is to provide additional information or to amend the application	Period as agreed between the applicant and the permit authority

Section	Authority	Matter	Requirement
157(2)	BR	Period in which a Reporting Authority is to provide a Required Report	Within 14 days of receiving the application for a report
159(2)	DBC	Period in which permit authority is to notify the refusal of an application for a Certificate of Likely Compliance Permit Plumbing Work and give reasons	Within 5 days of making the decision
161(1)	Act	Duration of a Certificate of Likely Compliance (if work not started)	12 months
160(1)	BR	Period in which a permit authority is to grant or refuse an application for a Certificate of Likely Compliance Permit Plumbing Work	Within 21 days after receiving the application
165(2)(c)	Act and DBC	The documents required to accompany an application for a Plumbing Permit	The Certificate of Likely Compliance issued by the permit authority
167(1)(b)	DBC	The period in which an applicant has to provide further information or amend an application for a plumbing permit	Within 7 days of receiving the request or a period agreed between the applicant and the permit authority
167(1)	DBC	The period in which a permit authority has to grant or refuse an application for a Plumbing Permit	Within 7 days of receiving the application or a period agreed between the applicant and the permit Authority
168(3)	DBC	The period in which a permit authority is to notify a refusal of an application for a Plumbing Permit and give reasons	Within 5 days of the decision to refuse
173(2)	DBC	Documents or information to accompany an application to extend a Plumbing Permit	Information on the progress or status of works provided by the responsible plumber or a plumbing inspector
173(3)	DBC	Period in which the permit authority is to grant or refuse an application to extend a Plumbing Permit	Within 7 days of receiving the application or a period agreed between the applicant and the permit authority

Section	Authority	Matter	Requirement
175(1)(a)	BR	Period in which responsible plumber is to notify the permit authority of the completion of a mandatory inspection stage	Not less than 2 working days before completion of the stage of plumbing work
175(2)	BR	Period in which the permit authority is to inspect plumbing work	Within 1 business day
175(3)	BR	Period in which the permit authority is to inspect high risk plumbing work	Within 1 business day
176(3)	BR	Period in which an oral inspection direction is to be put in writing	Within 2 business days
177(1)	BR	Period after completion of the plumbing work in which a Standard of Work Certificate is to be provided to the permit authority	Within 5 business days after completion of the plumbing work
178(2)(a) & (3)	Act	Documents to accompany an application for Certificate Completion of Permit Plumbing Work	• Standard of Work Certificate • As constructed plans • Certificate of water and sewerage compliance (building) under the Water and Sewerage Industry Act (if required)
178(3)	DBC	Period in which the permit authority is to grant or refuse an application for Certificate of Completion Permit Plumbing Work	Within 5 days after receiving the application
181(2)(b)	DBC	Documents or information to accompany an application for a Certificate of Likely Compliance Permit Demolition Work	• Plan of proposed protection work • Plan for safe demolition of the structure (if required by building surveyor) • Any other information required by the building surveyor

Section	Authority	Matter	Requirement
182	DBC	The period in which a building surveyor is to forward documents to a Reporting Authority	Within 2 days of receiving an application for a Certificate of Likely Compliance
182	BR	Period in which a Reporting Authority is required to provide a Required Report to the building surveyor	Within 14 days
182	DBC	Period in which building surveyor is notify a Reporting Authority of not implementing the Required Report and to provide a copy of the Certificate of Likely Compliance	Within 5 business days of granting the Certificate of Likely Compliance
183	DBC	Period in which building surveyor is to grant or refuse an application for a Certificate of Likely Compliance Permit Demolition Work	Within 7 business days of receiving the application or a period agreed between the parties
184(2)	DBC	Period in which a building surveyor is to notify to the applicant a refusal of Certificate of Likely Compliance and reasons and provide a copy to the permit authority	Within 5 days of the decision to refuse
186(1)	Act	Duration of Certificate of Likely Compliance Permit Demolition Work (if no work started)	12 months

Section	Authority	Matter	Requirement
190(2)	Act and DBC	Documents to accompany an application for a Demolition Permit	• Certificate of Likely Compliance Permit Demolition work • Evidence that any other approvals required under other legislation complied with (e.g. heritage/ planning) and are consented to • A plan for the safe demolition of the structure including for disconnection of services and removal of hazardous substances (as per regulation 15) • Plans of any Protection Work (if required) • Any Certificates by a qualified person of an assessable item (Form 55) • If a contract for the work has been entered, the contract price of the work • Evidence of payment of the Building Administration Fee
191	DBC	Period in which the permit authority is to grant or refuse an application for a Demolition Permit	Within 7 business days of receiving the application
192(3)	DBC	Period in which the permit authority is to notify the applicant of refusal of an application and provide reasons	Within 5 days of the decision to refuse
197(2)(b)	DBC	Documents or information to accompany an application to extend a Demolition Permit	A report by the building surveyor of the condition of the premises where work performed, including • that any partially demolished structures are adequately supported • required protection work is still effective and in place.

Section	Authority	Matter	Requirement
199(1)(a)	BR	Period in which responsible person is to notify the building surveyor before the completion of a mandatory inspection stage of work	2 business days before completion of the stage
199(2)	BR	Period in which the building surveyor is to inspect	Within 1 business day
200(3)	BR	Period in which an oral direction is to be put in writing	Within 2 business days
201(1)	BR	Period in which the Standard of Work Certificate for Permit Demolition Work is to be provided	Within 5 business days
203(2)	Act	Documents to accompany an application for Certificate of Completion Permit Demolition Work	• A Certificate of Final Inspection • The Standard of Work Certificate • Certificate of Final Inspection • A certificate for certifiable work (building) if required under the Water and Sewerage Industry Act 2008 • Certificate of Completion (Plumbing Work) (if required)
203(3)	DBC	Period in which a permit authority is to grant or refuse application Certificate of Completion Permit Demolition Work	Within 14 days of receiving the application
206(3)	DBC	Schedule of maintenance for the building is reviewed for completion of maintenance and any changes to the schedule of maintenance, changes are approved by a building surveyor.	At least once every 12 months
208(1)	BR	Period in which responsible person is to notify the owner, occupier and building surveyor of the discovery of defective building work	Within 2 business days after discovery

Section	Authority	Matter	Requirement
210(1)	BR	Period in which responsible person is to notify the owner, occupier and permit authority of the discovery of defective plumbing work	Within 2 business days after discovery
212(1)	BR	Period in which responsible person is to notify the owner, occupier and building surveyor of the discovery of defective demolition work	Within 2 business days after discovery
215(3)	BR	Period in which an owner is to notify permit authority of the performance of emergency work	Within 2 business days after work was started
218(1)	Act	Documents or information to accompany an application for an Occupancy Permit	Any document the building surveyor requires
218(2)	BR	Period in which building surveyor may require applicant to provide additional information or amend application for Occupancy Permit	Within 5 business days or period agreed between parties
219	DBC	Period in which building surveyor is to provide documents to a Reporting Authority	Within 2 days of receiving the application
219(2)	BR	Period in which a Reporting Authority is to provide a report to the building surveyor regarding an application for an Occupancy Permit	Within 14 days of receiving the request
220	DBC	Period in which the Building Surveyor is to grant or refuse an application for an Occupancy Permit	Within 21 days of receiving the application.
221(2)	BR	Period in which a Building Surveyor is to notify refusal of application for Occupancy Permit and give reasons	Within 5 days of the decision to refuse
223(1) & (3)	DBC	Period in which a Building Surveyor has to provide Occupancy Permit to applicant and a copy to the responsible person	Within 2 business days of issuing the Occupancy Permit

Section	Authority	Matter	Requirement
224(a)	BR	Period in which a building surveyor is provide the permit authority with a copy of an Occupancy Permit	Within 2 business days of issuing the Occupancy Permit.
230(2)(c)	DBC	Documents required to accompany application for a Temporary Occupancy Permit	• Occupancy Permit(s) for an existing building • Any other documents that the building surveyor requires
231(2)	BR	The period in which the building has to notify a refusal to grant a Temporary Occupancy Permit and reasons	Within 5 days after making the decision
232(1)	DBC	The period in which the building surveyor has to grant or refuse an application for a Temporary Occupancy Permit.	Within 21 days of receiving the application or a period agreed between the applicant and the building surveyor
237(4)	BR	The period in which an owner is required to show cause to a Building Notice	2 business days (if no approval for the work) or otherwise 14 days
238(2)	BR	The period in which an owner is required to show cause to a Plumbing Notice	2 business days (if no approval for the work) or otherwise 14 days
239(2)(d)	DBC	Other specified matters a Fire Upgrading Report is to contain	Any other matters required by the permit authority
239(2)(c)	BR	The period in which representations may be made in relation to a Fire Upgrading Report.	Within 14 days of receiving a Fire Upgrading Report
240(2)(a)	BR	The period in which representations may be made in relation to a Fire Upgrading Notice.	Within 7 days of receiving a Fire Upgrading Notice
243(2)	DBC	The manner in which representations may be made in relation to a building notice	As per the instructions given in that notice
245(3)	DBC	Other specified matters an Emergency Order is to contain.	The general manager may specify any other matters required

Section	Authority	Matter	Requirement
245(7)	Act	Period in which a general manager is to provide the permit authority with a copy of an Emergency Order	Within 5 business days of issuing the order
248(2)(b)	DBC	Other matters that a Building Order may contain relating to fire hazard	The permit authority may contain any other matter required
253	BR	The period in which a building surveyor is to provide a copy of a Building Order to the permit authority	Within 2 business days of serving the order
255(1)	DBC	The period in which a person is to make an application to a building surveyor for a Certificate of Substantial Compliance	Within 28 days of the issue of the relevant order or a period agreed between the applicant and the person who issued the order
255(2)(a) & (b)	DBC	The documents or information required for an application for a Certificate of Substantial Compliance	• The relevant Building Order • Any documents and certificates required by the building surveyor
257(1)	DBC	The period in which a building surveyor is to grant or refuse an application for a Certificate of Substantial Compliance	Within 28 days of receiving the application or a period agreed between the applicant and the building surveyor.
256(2)	DBC	The period in which building surveyor is to notify a refusal to grant a Certificate of Substantial Compliance to the applicant and provide reasons	Within 21 days of making the decision to refuse
258(1)	DBC	The period in which a person is to apply for a Permit of Substantial Compliance	Within 14 days of receiving a Certificate of Substantial Compliance

Section	Authority	Matter	Requirement
258(2)(b) or (c)	DBC	The documents required to accompany an application for a Permit of Substantial Compliance	• Certificate of Substantial Compliance • All documents referred to on the Certificate of Substantial Compliance • Architectural Plans • Certificates of the responsible designers (Building Work) (Approved Form 35) (if applicable) • All certificates and reports relied on by the designer and the building surveyor Certificate of Title, Schedule and Plan • Site plans Outline Plan and procedure of demolition works w/a • Details of proposed Protection Work • Evidence of the contract price or an estimate signed by a building surveyor of the cost of the building work • A certificate for certifiable work (building) (if required) under the <i>Water and Sewerage Industry Act 2008</i> • The documents (if required) referred to in Schedule 2 • Any Certificate of an assessable item (Approved Form 55)
258(3)(b)	DBC	The period in which an applicant has to provide further documents or amend the application	Within 7 days of receiving the request or a period agreed between the applicant and the permit authority

Section	Authority	Matter	Requirement
259(2)	DBC	Period in which the permit authority is to notify the applicant of the refusal of an application and to give reasons	Within 5 days of the decision to refuse
260(1)	DBC	The period in which a permit authority is to grant or refuse an application for a Permit of Substantial Compliance	Within 21 days of receiving the application or a period agreed between the applicant and the permit authority
266(2)	BR	Period in which a person is to give possession of a building	Within 60 days of the hearing of a complaint
267(4)(b)	BR	Period in which an owner is to clean up premises that is subject to a Demolition Order	Within 5 business days after the completion of the required demolition of any structure
273(1)	DBC	Period in which an owner is to notify the permit authority of the completion of work required by an order	By notice in writing within 7 days of completion of the required work
273(2)	DBC	Period in which the person who issued an order or inspected the work, is to inform the owner whether that order has been complied with	By notice in writing within 7 days of inspecting the work
274(3)	DBC	The period in which a person is taken to have refused to amend or revoke a Building Order, Plumbing Order or Demolition Order, where there was a representation made of a change of circumstances	Within 14 days of receiving a request to amend or revoke the order
285(1)	Act	The period in which an appeal may be lodged	Within 28 days after the applicant was notified of a decision
296(4)(c)	Act	Period in which the Building Administration Fee is to be paid to the permit authority for Low Risk Work of \$20,000 or more	Within 7 days after completion of the work

Section	Authority	Matter	Requirement
300(1)	Act	When a building surveyor is to forward to the permit authority any Building Administration Fee received for Notifiable Work	When a notification under s.98(4) or s.121(4) is made
300(2)(a)	DBC	The amount a permit authority may retain from the Building Administration Fee that is payable by an owner	\$6 for each: - • permit issued by it; or • notification of work received by it; or • refund made by it
300(2)(b)	Act	The body that is to receive the balance of the Building Administration Fee collected by the permit authority	The Director of Building Control

The *Building Regulations 2016* requires a number of matters to be specified by the Director of Building Control.

The matters specified under the authority of the Director are those marked “DBC” in column 2 of the following List.

For the guidance of council staff and building services providers, the matters or time periods required by Schedule 2 of the Building Regulations (BR) are also indicated.

Regulation No.	Authority	Matter	Requirement
10	BR	Function Control Authorities	See Schedule 3 <i>Building Regulations 2016</i>
15(2)	DBC	Period in which a person is to provide a copy of a demolition permit to the Chief Officer	Not less than 7 business days before commencement of any work
17(2)(a)	DBC	Information to be provided in an application to amend a Certificate of Likely Compliance Notifiable Work	Any information specified by the person to whom the application is made

Regulation No.	Authority	Matter	Requirement
18(3)	BR	Period in which the responsible person must wait before continuing any work past a mandatory notification stage	• After receiving consent to proceed; or • After expiry of the prescribed period
18(3)(c)	BR	Period in which building surveyor, or permit authority, is to inspect work	Within 1 working day after the completion of stage of the work
20(1)(b)	DBC	Information specified to be provided in an inspection direction	As per the information required by Approved Forms 44 or 64
20(2)	DBC	Period in which the responsible person is to comply with an inspection direction	Within 2 business days or the period specified by the person giving the direction
25	BR	Matters to be taken into account in relation to consideration of a Certificate of Likely Compliance Notifiable Building Work	See Regulation 25
26	BR	Matters to be included in a Notice of Work Notifiable Building Work	See Regulation 26
29(1)	DBC	Period in which the builder has to notify the building surveyor that work is to commence	Not less than 2 working days before starting the work.
29(6)	DBC	Period in which a building surveyor is to forward to the permit authority a copy of a start work notification	Within 2 business days of receiving the notification
29	DBC	Period in which a building surveyor is to confirm in writing an oral authorisation to start work	Within 2 business days of making the authorisation
30(1)	BR	The period in which a person has to notify permit authority of their intention to install a heating appliance	Not less than 2 working days before installation of the heating appliance
30(2)	DBC	The period in which a person has to notify the completion of the installation of a heating appliance	Within 7 days of completing the installation

Regulation No.	Authority	Matter	Requirement
32(2)	DBC	Period after completing low-risk plumbing work in which the responsible person is to notify the permit authority of specified information	Within 5 business days of completing the work
33	BR	Matters to take into account for consideration of a Certificate of Likely Compliance	See Regulation 33
34	BR	Matters a Notice of Work is to contain	See Regulation 34
35(1)	DBC	Period in which the plumber is to notify Permit Authority that work is to commence	Not less than 2 working days before starting the work
35(1)	DBC	Period in which a permit authority is to confirm in writing an oral authorisation to start work	Within 2 business days of making the authorisation
37(2)(b)	DBC	Period in which a person is to notify the designer and permit authority after discovering inconsistency of soil or premises conditions	Not less than 5 working days after discovery of the actual site conditions
43(2)	DBC	Period in which a person may disconnect a plumbing installation from stormwater system	Within 2 working days or a period agreed between the person and the NUO
45	BR	Matters to be taken into account in relation to a Certificate of Likely Compliance Notifiable Demolition Work	See Regulation 45
46	BR	Information that a Notice of Work for Notifiable Demolition Work is to contain	See Regulation 46
47(1)	DBC	Period in which the builder/ demolisher is to notify the building surveyor before work commences	Not less than 2 working days before starting work
47(1)	DBC	Period in which a building surveyor is to confirm in writing an oral authorisation to start work	Within 7 days of making the authorisation

Regulation No.	Authority	Matter	Requirement
47(6)	DBC	Period in which a building surveyor is to forward to the permit authority a copy of a start work notification	Within 7 business days of receiving the notification
50(1)(a)	DBC	Additional requirements for work performed in relevant hazard areas	As specified by the DBC in a Determination relating to work in the specific hazard area
50(1)(d)	DBC	Specified Low Risk Work to which Part 5 of the Building Regulations applies	As Specified by the DBC in a Determination
50(1)(e)	DBC	Specified Notifiable Work to which Part 5 of the Building Regulations applies	As Specified by the DBC in a Determination
50(1)(g)	DBC	Specified work to which Part 5 of the Building Regulations does not apply	As Specified by the DBC in a Determination
67(4)	DBC	Period in which a Reporting Authority is to provide a report to the relevant building surveyor	Within 14 days of receiving the request or a period agreed between the Building Surveyor and Reporting Authority.
67(7)	DBC	Period in which a building surveyor is to provide a copy of an occupancy permit to a Reporting Authority where a Required Report was sought	Within 2 working days of issuing the Occupancy Permit
78(1)(b)	DBC	Period in which an owner is to perform the maintenance required by the permit authority	21 days or a period agreed between the permit authority and the owner

SCHEDULE 1

Minimum requirements for design documentation for Class 1 and Class 10 buildings.

(Applicable to Permit Building Work or Notifiable Building Work)

Note: Drawings may be combined with another drawing or omitted if the information is not applicable to the project. The information may also be provided within a schedule, specification or by another consultant.

To be read in conjunction with the National Construction Code and the Explanatory Information at the end of this schedule.

All Projects

Item applies to Class 10:

Drawing Title Block Title block on every drawing to contain:	Y
Licensed designer (usually name, licence number, address and contact number)	Y
Drawing number (including revision numbers and date) and number of drawings in set	Y
Project address	Y
Client name	Y

Cover Page	
Designer's name and licence number	Y
Project address	Y
Owner or client name	Y
Land title reference number (certificate folio and volume)	Y
Index of all drawings, specifications, schedules and attachments	Y
Total floor areas of each level and decks	Y
Design wind speed	Y
Soil classification	

Item applies to Class 10:

Note: A soil classification for Class 10 buildings may not be required for simplistic or small structures or where pre-engineered designs contain a range of soil designs. For large Class 10 buildings the designer must consider whether a soil classification is required.	
Climate zone	
Note: Class 10 if containing a conditioned space.	
Designated Bushfire-Prone Area BAL rating (Bushfire Attack Level)	Y
Alpine area (900m above AHD)	Y
Corrosion environment <i>considerations</i>	
Other known site hazards (flooding, landslip, dispersive soils, saline soils, sand dunes, mine subsidence, landfill etc.)	
Site Plan (1:200)	Y
Note: Site plans may be drawn at different scales where necessary.	
The title boundaries, dimensions and directions of the land, including the north point, building line (distance between front of the building and front boundary line).	
Note: “Standalone” Class 10 buildings (the only building on the allotment), need not be drawn to scale, provided the detailed site plan contains dimensions, set back etc. The sketch or other document must contain the basic information requirements in this part (boundaries, north point, easements etc.) where they can be described.	
The position and dimensions of any drains or service easements on the land	Y
The name of any street or way onto which the land abuts	
The position and dimensions on the allotment of the proposed building or building work	Y
Note: A “building” includes part of a building and non-habitable structures such as retaining walls, swimming pools, masts etc.	
Driveways, parking areas and kerb crossovers	
Note: Consideration must be given to surface levels from the road access to the allotment and within the allotment where driveways, parking areas and crossovers are proposed.	
Note: Plans to consider stormwater flow over driveways, parking areas and crossovers.	
Finished floor and site levels relative to site datum	

Item applies to Class 10:

The relationship of the proposed building or building work to the boundaries of the land	Y
The position of any buildings on adjoining properties within 3m of the boundary of the land Note: The site plan must indicate any existing buildings, structures, retaining walls, tree removal or the like within 3 metres of the boundary of the land. Where this occurs, further designs may be required detailing any measures of “protection works” under section 121 of the Act. An owner who commissions building work that requires protection work must notify the relevant adjacent land owner using Form 6 (Building and Protection Work Notice).	Y
Detailed contours of the land at 0.5m intervals over the building site referenced to a project site datum for all new Class 1 buildings Note: Contours must be detailed over the building envelope of class 1 additions if they are available from recent drawings or plans containing contour information. Note: For Class 1 additions or Class 10 buildings (where the existing ground level over the buildings footprint of the new work exceeds 1m deep) drawing plans must contain sufficient detail regarding dimensions, depths, bulk excavations, cuts, batters and any required methods of drainage control.	
Earthworks (excavations or fill levels relative to the site datum and compaction details) and associated soil and water management strategies	
The position of any existing building, structure or trees or recently removed building or structures on the land and the purpose for which the building or structures is, or was used Note: Abnormal moisture conditions in soil may arise on sites where existing trees or buildings have been removed, dams or in ground swimming pools or tanks filled prior to construction. Consideration must be given to the correct detailing of site drainage where abnormal site conditions occur. Note: The location of existing building is required where Bushfire protection measures apply.	
Surface and sub-surface site drainage including location of sewer drains, on-site wastewater management systems including their land application area	Y
Levels of overflow relief gully (ORG) rim relative to the lowest sanitary plumbing fixture outlet and the surrounding finished surface level Note: This part also applies to Class 10 buildings that contain sanitary plumbing fixtures.	Y

Item applies to Class 10:

Levels of inverts to existing and proposed drainage services at point of connection to approved disposal system Note: Include roof stormwater drainage systems to Class 10 buildings (where applicable)	Y
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Floor Plan (1:100)	Y
Dimensions (including room dimensions)	Y
Room uses	Y
Floor levels	Y
Facilities	Y
Windows and openings	Y
Location and specification of solid fuel, oil or gas heating appliances	Y
Garage doors	Y
Identification of existing structure	Y
Identify demolition, any asbestos containing material, heritage considerations Note: “Protection Works” may need to be considered when undertaking demolition works. See explanatory box requirements under “Detailed site Plan”.	Y
Safe movement and access details (direction of stairs and ramps)	Y
Fire separation requirements	Y

Slab Plan / Floor Framing Plan (1:100) and Details (1:20)	Y
Dimensioned plan and construction details of footings including penetrations, step down details and placement of reinforcement including cover	Y
Nominated founding depth and description of founding material	Y
Dimensioned plan and construction details of slabs including levels, falls or gradients	Y
Slab preparation including materials, thicknesses, compaction requirements, vapour barrier specifications and installation details	Y
Construction details of penetrations, step downs in beams, set downs in slabs and placement details of reinforcement including cover	Y
Sub-floor vents (location and size per metre)	Y

Item applies to Class 10:

Note: Drawings must detail location of sub floor vents required for dead air spaces and cross flow air.	
Sub-floor bracing (masonry shear walls)	Y
Specify dimensions of engaged and isolated piers	Y
Retaining walls, dimensioned and showing position of drainage, founding levels and heights (see Project Specific Information)	Y
Concrete strength, finishing and curing requirements	Y
Specifications and installation details of proprietary and other systems	Y
Show minimum clearances to ground level of flooring system members	Y
Framing drawings or schedules to indicate each structural member, dimensions, orientation, material, grade and size, spacing and span	Y
Joint, support and bearing details	Y

Roof Plan (1:100)	Y
Dimensions	Y
Roof sheeting or tile specification including: • Roof pitch • Batten spacing • Fixing requirements • Flashing details • Roof drainage	Y
Roof lights	Y
Roof ventilators	Y
Eaves and overhang information	Y
Show location of roof mounted solar panels, hot water service or air conditioners	Y

Roof Framing / Bracing Plan (1:100)	Y
Indicate details and type of supporting framework, load bearing and non-load bearing parts, lintels, beams, eaves details, roof pitch, ceiling height, roof shape or angle	Y

Framing drawings or schedules to indicate each structural member, dimensions, orientation, material, grade and size, spacing and span	Y
Joint, support and bearing details	Y
Bracing, tie downs and fixings	Y
Roof pitch, eave / overhang details	Y
Show location of roof mounted solar panels, hot water service or air conditioners	Y
Fire rating construction details	Y
Pre-Assembled Roof Trusses (timber or steel) Note: Factory manufactured “roof trusses” must be designed in accordance with Part 3.4.0.2 of the Building Code of Australia (ABCB protocol for structural software: including geometric design limitations) where the design is in accordance with AS1720.1 and their manufacture and use complies with the relevant Australian/New Zealand Standards. Note: As a minimum drawings or specifications must include: ceiling levels (raised, truncated, sloping or flat), roof pitch or angle of roof, truss spacing and layout, skillion roof height at lowest eaves point (as applicable), any boxed gutters or parapets, extent of truss roof system and eaves/gable overhang. Pre-assembled trusses handled and braced in accordance with recommendations contained in AS4440. Note: Designs may need to detail additional structural work to support imposed loads from pre-assembled roof trusses or products, such as floor slab thickenings, additional pad or strip footings within the footprint of the external walls, special connections, tie downs, lateral restraint and the like. Note: Where pre-assembled roof trusses are used, drawings or specifications must contain sufficient information to ensure that any point loads imposed by the pre-assembled roof trusses on any supporting framework (lintels, structural framework and the like) are adequately designed to support the loads from the roof framework, coverings and live loads.	Y
Other Engineered designed products (beams, girders and the like) shall be noted on drawing as being “engineered designed” to a manufacturer’s standard (as applicable) Note: Glue-laminated timber members, I-Beams, and the like must be noted on the drawings to be installed in accordance with current manufacturers printed design manuals (as selected).	Y

Drainage Plan (1:100) (Information may be shown on Site Plan or Floor Plan if legible)	Y
Documentation in accordance with Schedule 2 of the Director's Specified List	Y

Reflected Ceiling Plan (1:100)	
Indicating ceiling penetrations, skylights, and exhausts fans (for conditioned spaces) Note: The plan is to indicate design of all light fittings (watts per fitting, whether ceiling mounted or downlights or both, lighting control per circuit - dimmers, timers, movement sensors and on/off switches). Where penetrations formed in insulated ceilings, any adjustment to minimum R-value for "ceiling insulation" to be made in accordance with BCA table 3.12.1.1b.	
Room heights	

Elevations (1:100)	Y
All elevations should be drawn	Y
Position of all windows and doors	Y
Ceiling heights and floor levels	Y
Differentiate wall and roof cladding types	Y
Natural ground line dotted	Y
Roof lights / vents, air conditioning units, solar panels or solar hot water	Y

Sections (1:100)	Y
Generally taken through the highest and widest points of the building and should reveal details or facts which are otherwise concealed	Y
Section through stairs (where applicable)	Y
Ceiling / eaves heights and floor levels	Y

Project Specific Information

Note: May be included within drawings, schedules or specifications, including other consultants' documents.

Item applies to Class 10

:

Retaining Walls	Y
Dimensioned construction details	Y
Drainage, tanking and protection details	Y
Backfill specifications	Y
Concrete mix, reinforcement placement. Washout requirements	Y
Specifications and installation details of proprietary and other systems	Y

Masonry Construction	Y
Show unreinforced, reinforced or earthwall construction specifications and details	Y
Identify structural and non-structural walls	Y
Reinforcing specified for reinforced walls	Y
Identify fire rating requirements	Y
Masonry unit sizes and bond patterns and tooling of joints	Y
Specification of brick ties and anchorages	Y
Mortar specification	Y
Cavity dimension and clean out specification	Y
Knockout blocks for washout	Y
Control joint location and detail	Y
Specify lintels and bond beams	Y
Weatherproofing and waterproofing details	Y
Flashings, damp proof course and weep holes	Y
Weephole guards (insects, bushfire-prone areas)	Y

Exterior Wall Cladding	Y
Cladding system description, manufacturer, material, pattern and colour, cavity detailing	Y
Fixings, flashings and other details	Y
Sub-floor ventilation	Y

Interior Wall Lining	Y
Specify material and system	Y
Wet areas specification (extent and system e.g. membrane, manufacturer and type)	Y

Flooring	Y
Specify material and system	Y

Item applies to Class 10 :

Wet Areas	
Waterproofing and water resistance requirements for building elements in “Wet Areas” Note: Designs shall indicate wet area locations; provide wet area specifications, location of propriety fixtures (shower trays etc.) or whether an “open wet floor” system is proposed that requires waterproofing or both. The extent of wet areas must be indicated.	

Fire Safety	Y
Smoke and heat alarms, location and type (interconnection where more than one)	
Emergency lighting (for Class 1b)	
Fire separation details	
Bushfire-Prone Area specifications Note: Specifications to include requirements from AS3959. General construction: subfloor supports, floors, walls, external glazing elements and assemblies, external doors and windows, roofs, verandas and attached carport roofs, penetrations, eaves, fascia, gables, gutters and	Y

Fire Safety	Y
down pipes, verandas, decks, steps, ramps and landings. Water and gas pipe supply.	
Alpine area requirements (900m above AHD)	Y

Safe Movement and Access (including stairs and ramps)	Y
Stair design details, balustrade construction and spacing of openings (gaps <125mm) and handrail details	Y
Clearance height above stair nosings	Y
Winders detail	Y
Dimensions of landings, risers and goings, non-slip nosings Note: Sections to indicate acceptable ceiling height between levels (2m minimum)	Y
Method of construction, including aperture size, non-slip requirements	Y
Ramp slope and surface finish	Y
Disability access requirements (for Class 1b)	

Swimming Pools and Pool Spas	
Construction details, waterproofing, drainage, pool water recirculation and filtration systems	
Pool safety barrier details and height	
Gates and latches as part of safety barriers	

Additional Construction Requirements	Y
High wind, earthquake, flood prone, landslide hazards, Bushfire-Prone Areas (others are shown on cover page of example drawings)	Y
Heritage buildings	Y

Glazing	Y
Window and Door systems description (i.e. single or double glazed, tinted or low E glass window and door frame material)	Y
Glazing specification	Y

Glazing	Y
Opening size for ventilation calculation	Y
Other glazing: - Internal glazing specifications including wet area glazing, shower screens, doors - Balustrading system specification (glass and fixings) including height - Overhead glazing, roof or sky lights	Y
Energy Efficiency details: U Value, Solar Heat Gain Coefficient	Y
Protection of openable windows Note: The location of certain window openings in buildings require special methods of protection that restricts the opening of a window to prevent a person (especially young children) from falling through the window when open.	Y

Energy Efficiency	
Also applies to a Class 10 where containing a conditioned space	Y
Building fabric thermal efficiency specification (including climate zone) - Walls, ceiling, floors and roof - Insulation location and R-value - Type of Sarking/Wallwrap (Note: consider vapour permeability)	
Window energy specification (see also under glazing)	
Lighting design plan (see Reflected Ceiling Plan)	
Energy rating documentation	
Building sealing, air movement	
Pipe and services insulation	
Glazing calculator to be supplied if a Deemed-to-Satisfy solution Note: Glazing Calculators have been developed by the ABCB to help industry meet the deemed-to-satisfy provisions of The National Construction Code. Once users have entered data into the spread sheet, all calculations are carried out automatically. Calculators can be downloaded from the ABCB website www.abcb.gov.au.	
Lighting calculator to be supplied if a Deemed-to-Satisfy solution	

Note: A Lighting Calculator has been developed by the ABCB to help industry meet the deemed-to-satisfy provisions of The Building Code of Australia for maximum lighting power consumption. Once users have entered data into the spread sheet, all calculations are carried out automatically. Calculators can be downloaded from the ABCB web site www.abcb.gov.au.	
Under slab or slab edge insulation	

Condensation in Buildings	Y
The building design should provide adequate means of ventilation to the structure to ensure the long term safety of the building. Note: Some considerations may be: • Eliminate water vapour generated by occupants, entering roof or wall cavities • Ensure fans are appropriately sized to remove water vapour not just odours. Duct gas appliances, kitchen range hoods, clothes dryers, bathroom exhausts to outside air. • Ensure sufficient makeup air is provided e.g. undercut doors, install vents and open windows more frequently • Provide adequate well-distributed sub-floor ventilation, and use impermeable ground coverings in damp soil areas • Ensure adequate roof ventilation • Introduce ventilated cavities by the use of wall battens spaces and the like for polystyrene, hardboard and cement sheet external wall claddings • Ceiling insulation in preference to roof insulation Note: Insulation should be installed with due consideration of condensation and associated interactions with adjoining building materials. As an example, reflective insulation or sarkings installed on the cold side of the building envelope should be vapour permeable. Note: More information on condensation issues can be found on the ABCB website www.abcb.gov.au.	

Explanatory Information

The above information is the minimum documentation required to obtain a Certificate of Likely Compliance. For guidance on a complete domestic construction project specification, refer to the current NATSPEC Simple Domestic Specification. It is not the intent of this schedule to reduce the standard of Design Specification, but to provide for a mandatory minimum level of documentation.

This Schedule specifies the mandatory minimum level of design details required to be provided by a licensed designer to enable a builder or plumber to undertake the construction of Class 1 and 10 buildings and for a building surveyor to assess the works for compliance with the *Building Act 2016*, National Construction Code and relevant Australian Standards.

The Schedule allows designers the freedom to produce a mixture of graphic designs or specifications or both, provided the design work contains sufficient information and details to comply with the Act.

This Schedule does not diminish the relevant Building Surveyor's right to ask for further design information to be supplied before a certificate of likely compliance can be issued.

Application to Class 10 Buildings and Structures

This Schedule specifically identifies the minimum level of design information required for Class 10 buildings. This is shown by the notation (Y) against particular headings. Designers may only need to provide the required minimum level of documentation for Class 10 buildings where a heading refers to that notation.

Site plans of sheds

Note that the *Occupational Licensing (Building Services Work) Regulations 2016* allows a site plan of a shed (Class 10 or 7b) to be drawn by persons who are not a licensed building services provider.

Documentation Information Requirements

Detailed information provided on drawings or within specifications must be job specific to the proposed project. e.g. structural timber to comply with AS 1684 **should instead be expressed as:** Joists 150x35 MGP10 @ 450mm c/c.

Performance Design Solutions

Documentation should include all calculations, reports, certificates and manufacturer's information together with a written proposition to support a building solution which is not in accordance with the Deemed-to-Satisfy provisions of the National Construction Code (see Part 1.2 BCA Vol. 2).

Duties of Designers

The Building Act 2016

43. Designers

- (1) A person undertaking design work under this Act is to ensure that –
 - (a) he or she acts only within the area of his or her competence; and
 - (b) so far as is reasonably practicable –
 - (i) the design of the building work or plumbing work is in accordance with the standards and requirements of this Act; and

- (ii) the documentation relating to the design includes sufficient information for the assessment of the work in accordance with this Act; and
 - (iii) the documentation relating to the design is sufficiently detailed for a licensed builder or a licensed plumber to perform the work in accordance with the documents and this Act.
- (2) A person must not accept an engagement as a designer in respect of work under this Act if that work requires the person to hold a licence under the *Occupational Licensing Act 2005* and the person does not hold such a licence.

SCHEDULE 2

DOCUMENTS – PLUMBING WORK

Part 1 – Documents in relation to plumbing permit

The documents listed below are required to accompany an application for a Plumbing Permit:

1. A plan of the land, drawn to a scale of not less than 1:500, showing the following:
 - (a) the title boundaries, dimensions and directions of the land;
 - (b) the position and dimensions of any easement which affects or runs with the land;
 - (c) the name and level of any street or way onto which the land abuts;
 - (d) the position of any existing and proposed buildings on the land and the purpose for which the building is, or is intended to be, used;
 - (e) the location of the network utility operator's sewer system, stormwater system and water main and the approximate position of the branch of those systems to which proposed services are to be connected;
 - (f) the size and approximate depth of the network utility operator's sewer system, stormwater system and water main;
 - (g) the position of the proposed plumbing work.
2. For any sewerage, stormwater or trade waste installation on a single floor, complete drawings of the installation drawn to a scale of not less than 1:200, including dimensions, showing the following:
 - (a) the position of each building, in relation to the installation;
 - (b) for each existing and proposed drain –
 - (i) its location; and
 - (ii) its status, existing or new; and
 - (iii) its size; and
 - (iv) any drainage vents; and
 - (v) any fittings; and
 - (vi) the type of material of which it is, or is proposed to be, made;
 - (c) the approximate location of the proposed fixture, indicated by the abbreviation for that fixture specified in Part 4.
3. For any sewerage, stormwater or trade waste installation on more than one floor, complete drawings of the installation drawn to a scale of not less than 1:200, including dimensions, showing –
 - (a) for each storey on which a proposed fixture is to be installed –
 - (i) the nature and position of each fixture, indicated by the abbreviation specified in Part 4; and
 - (ii) the size and arrangement of stacks and discharge pipes; and
 - (b) the intended use of each room in which a fixture is, or is to be, installed; and
 - (c) the floor layout, indicating the position and pipe sizes of fixtures, ducts and stacks; and
 - (d) for a building other than a Class 1 or 10, the plumbing system with stacks and discharge pipes indicated by a clearly labelled isometric plumbing layout.
4. For any water service, complete drawings of the installation drawn to a scale of not less than 1:200, including dimensions, showing –

- (a) the location and size of any regulating device, flow control fitting or service pipe 25mm diameter or larger; and
 - (b) details of any existing or proposed fire protection devices to be supplied with water from the proposed water service; and
 - (c) the location and size of any storage tank; and
 - (d) the purpose for which water is conveyed, measured, supplied or regulated by the proposed water service is required.
5. For the connection of a new unregistrable relocatable building to the network utility operator's sewerage or stormwater system or water main –
- (a) a statement detailing the chassis number of the unregistrable relocatable building, together with the licence number of the licensed plumber (certifier) responsible for the installation of the plumbing work within that unregistrable relocatable building; or
 - (b) a signed declaration, in an approved form, by a licensed plumber (certifier) that the plumbing work contained in the unregistrable relocatable building has been tested, and complies with the regulations.
6. For the re-connection of an unregistrable relocatable building to the network utility operator's sewerage or stormwater systems or water main, a signed declaration, by a licensed plumber (certifier) that the plumbing work contained in the unregistrable relocatable building complies with the regulations.
7. Construction details of the plumbing work, drawn to a scale of not less than 1:20.
8. A written specification or schedule of the plumbing work containing any other information required to show that the plumbing work will comply with the Building Act and Regulations.
9. If the land is not capable of being drained into a common sewer –
- (a) an application for a plumbing permit to install an on-site waste water management system, together with the documents specified in Part 3 of this Schedule; or
 - (b) a plumbing permit to install an on-site waste water management system.

Part 2 – Documents in relation to a plumbing permit for trade waste systems connected to an approved disposal system, other than a sewerage system

The documents listed below are required to accompany an application for a plumbing permit for trade waste systems connected to an approved disposal system other than a sewerage system.

Documents containing details of the following: -

- (a) the processes leading to the types of trade waste streams to be generated;
- (b) the quality of trade waste;
- (c) the quantity and rate of trade waste discharge;
- (d) any treatment processes designed to make trade waste meet the requirements of the Permit Authority;
- (e) any equipment to be used for the treatment, and for monitoring the quality, quantity and rate of discharge, of the trade waste; and
- (f) any other information, document or certificate required by the Permit Authority.

Part 3 – Documents in relation to a plumbing permit for an on-site wastewater management system

The documents listed below are required to accompany an application for a plumbing permit for the installation of an on-site waste water management system.

1. Complete drawings of the installation, drawn to a scale of not less than 1:200 or as agreed to by the Permit Authority, showing the following:
 - (a) the title boundaries of the land;
 - (b) the position of any existing or proposed buildings on the land and their use;
 - (c) the position of any roads or driveways on the land;
 - (d) the location of any water courses;
 - (e) the contours on the land;
 - (f) the position of the Wastewater treatment unit; Wastewater land application area (absorption trenches, mound, irrigation area); Pump chamber, distribution box or other manual or automatic valve; Soil evaluation test holes.
 - (g) the location and size of any drains and vents;
 - (h) the location of any cut-off drains diverting surface water or sub-soil drains for ground water;
 - (i) the location of the outlets from the building;
 - (j) A cross section drawing demonstrating that there is sufficient gravity fall from the plumbing fixtures to the wastewater treatment unit and land application area.
 - (k) Operation and maintenance guidelines for the OWMS
 - (l) Installation instructions for the wastewater treatment unit and land application area
2. Written details of the proposed fixture unit load on the system or parts of the system.
3. A site-and-soil evaluation report completed in accordance with AS/NZS 1547:2012 clause 5.2
4. A Design report which is consistent with the Director of Building Control Onsite Wastewater Management Guidelines and includes the following;
 - (a) A design based on the site and soil evaluation report
 - (b) Design calculations for the wastewater land application system and wastewater treatment unit
 - (c) Specification for the wastewater treatment unit, if a unique on-site wastewater management system a design report from a suitably qualified designer demonstrating compliance with the performance requirements of the Volume 3 of the NCC.
 - (d) A loading certificate setting out the design criteria and the limitations associated with use of the system incorporating the following:
 - System capacity (number of persons and daily flow)
 - Summary of design criteria
 - The location of and use of the reserve area
 - Use of water efficient fittings, fixtures, or appliances
 - Allowable variation from design flows (peak loading events)
 - Consequences of changes in loading (due to varying wastewater characteristics)
 - Consequences of overloading the system
 - Consequences of underloading the system

- Consequences of lack of operation, maintenance, and monitoring attention
 - Any other relevant considerations related to use of the system; and
- (e) The results of the risk management process undertaken in accordance with AS/NZS 1547 Clause A3.2. if required by the Director of Building Control Onsite Wastewater Management Guidelines.
5. A written specification and construction details of the land application system to be used, including details of the following:
- (a) the type of system;
 - (b) the trade name, if any;
 - (c) the manufacturer's name and address;
 - (d) the design capacity of the system; and
 - (e) a section (drawing detail) through the land application system, of not less than 1:20, specifying its construction.
 - (f) Pump chamber capacity, pump and supply pipe specifications (where appropriate)
 - (g) Distribution boxes, automatic sequencing valves, dosing syphons or other pulse dosing devices.
6. Copy of Certificate of Accreditation issued under the Building Act by the Director of Building Control for the on-site waste water management system (if applicable).
7. Any other document or certificate required by the relevant permit authority or environmental health officer.

Part 4 – Fixture abbreviations for plan preparation

The abbreviations listed below are required to be used on the documents listed in Schedule 2:

FIXTURE	ABBREVIATION
Autopsy table	AT
Bain marie	BM
Backflow prevention device	BPD
Basin	B
Bath – standard (with or without shower) foot baby shower	Bth Bth (foot) Bth (baby) Bth (shr)
Bed pan sterilizer	BPS
Bed pan washer	BPW
Bed pan washer/sterilizer	BPWS
Bidet	Bid
Circular wash fountain	CWF
Closet pan (non-flushing)	CP
Clothes washing machine	CWM
Dental unit	DU
Dishwashing machine	DWM

FIXTURE	ABBREVIATION
Drinking fountain	DF
Floor waste gully	FW
Garbage disposal unit	GDU
Glass washing machine	GWM
Gully - Floor waste gully Overflow relief gully	FWG ORG
Hot water cylinder	HWC
Potato peeler	PP
Sanitary napkin disposal unit	SNDU
Shower, single or multiple	Shr
Sink - Single, domestic tea bar, domestic bar, commercial cleaner's laboratory pot or utility	S TS BS(D) BS(C) CS LS PS
Slop hopper	SH
Spa	Spa
Swimming pool	S Pool
Trough, ablution	Tr (A)
Trough, laundry (single or double)	Tr (L)
Urinal (slab, stall or wallhung)	UrWC
Water closet pan	WC

Note: This is not a comprehensive list of abbreviations. For further abbreviations refer to the Standards Australia publication HB24-1992; 'Handbook of Symbols and Abbreviations for Building and Construction'.

SCHEDULE 3

DOCUMENTS AND MINIMUM REQUIREMENTS FOR AS CONSTRUCTED PLANS OF PLUMBING WORK

The documents listed below are required to be submitted to the Plumbing Permit Authority with a Standard of Work Certificate.

1. Complete set of as constructed drawings of the installation, drawn to a scale of not less than 1:200 or as agreed to by the Permit Authority, showing the following:
 - (a) the title boundaries of the land;

- (b) the position of any existing or new buildings or structures on the land;
- (c) the position of any roads or driveways on the land;
- (d) the location, size, material and depth of any drains, pipes, inspection openings and vents;
- (e) the location of any cut-off drains diverting surface or ground water;
- (f) the location of any fixtures in the building;
- (g) the location of any valves or other devices on the system (where required); and
- (h) any other matter required by the Permit Authority.

2. Any other documents required by the Permit Authority.

Note: The abbreviations listed in Part 4 of Schedule 2 are to be used on the above documents.

Explanatory information

Examples of drawings that comply with Schedules 1 or 3.

- Schedule 1 Example of a single storey Class 1a building (16 pages)
- Schedule 1 Example of a two storey Class 1a building (25 pages)
- Schedule 3 Example of as-constructed plans of plumbing work (1 page)

These examples are provided to assist industry in interpreting Schedules 1 or 3 and are accessible on the Consumer, Building and Occupational Services website:

<https://www.cbos.tas.gov.au/topics/resources-tools/Building-and-trades-forms,-publications-and-report>