



Request for Assessment

Request for Assessment of a Matter referred to Local Government for Assessment

1 Is the person making the request an individual or Assessment Manager?

Individual **Go to next question**

Assessment Manager **Go to 3**

2 Individual's full name, e.g. *Mr John Smith*

Go to 5

3 Organisation name *A copy of signing authority must be produced unless the signatory is a director of a corporation*

4 Private Certifier number

5 Address *Include Unit/Street number, etc.*

Postcode

6 Contact details

Phone number ()	Fax number ()
Mobile number	
E-mail address	

7 Owner's full name, e.g. *Mr John Smith*

8 Owner's address *include Unit/Street number, etc.*

Postcode

9 Owner's contact phone number

10 Property location of the proposed works (**cannot be a PO Box**)
For dwelling relocation this is the final location of the property.

Postcode

11 Real Property Description

Lot number	Plan number
<input type="text"/>	<input type="text"/>

12 Type of structure, e.g. *dwelling, pergola, deck, swimming pool or spa fencing*

13 Type of Request

See back for descriptions and supporting documentation required before submitting this application. Multiple requests can be selected.

Approval for occupation
of a building

Dwelling relocation From address

Amendment to dwelling Application no.
relocation

QDC MP 2.1 Compliance No. of persons No. of bedrooms
Advice

QDC MP 5.7 Compliance Max. no. of persons No. of bedrooms
Advice

Pool Safety Certificate Shared Above ground
Non-shared Inground
Spa

Pool Fencing Exemption Disability
Impracticality

Extension of Time Council Reference no.

Request for written advice on regulatory matters from the Local Government

Request for inspection for regulatory advice from the Local Government

Certificate of Classification for commercial buildings constructed prior to 1976

14 Declaration

I declare the information provided to be true and correct.

Applicant's name

Date

Office Use Only

Application no.

Permit no.



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Dedicated to a better Brisbane

Request descriptions

Approval for occupation of a building

Conversion of building for residential purposes, e.g. *convert garage to rumpus room*.

Requirements

- Existing and proposed site plan.
- Existing and proposed floor plan.
- Existing and proposed side elevation plans.
- Location of alternative vehicle accommodation area should the application be for conversion of garage to habitable area.

Dwelling relocation

House removal and re-erection – setting of security bond.

Requirements

- Site Plan for proposed dwelling location.
- Proposed side elevations.
- Proposed floor plan.

Queensland Development Code (QDC) MP 2.1

Compliance (previously Part 14)

Assessment of budget accommodation buildings, e.g. *boarding houses, backpackers*.

Advice regarding a building conforming with the fire safety standard, Queensland Development Code MP 2.1. (Building must be constructed pre-1991).

Requirements

- Floor Plan (1:100 scale).

Queensland Development Code (QDC) MP 5.7

Compliance (previously Part 20)

Assessment of budget accommodation buildings, e.g. *boarding houses, backpackers*.

Advice regarding building (residential service) complying with the prescribed Queensland Development Code, MP 5.7 (existing or pre-construction).

Requirements

- Floor Plan (1:100 scale).

Pool Safety Certificate

Assessment of pool fencing for a swimming pool associated with the sale or lease of a class 1, 2, 3, or 4 building.

Assessed against the pool safety standard, Queensland Development Code MP3.4, Australian Standards 1926 - 2007 Parts 1 & 2, Building Act 1975 and Building Regulation 2006.

Please note, Council will not undertake any work or minor repairs to pool fencing.

Pool Fence Exemption for Disability or Impracticality

Exemption under the Building Act from complying with pool fencing requirements.

Disability

Requirements

- Medical certificate and report, including:
 - the form and extent of the disability,

- whether the occupant is wheelchair-bound or mobile
- if wheelchair-bound, whether they are able to move the wheelchair unaided,
- whether the occupant requires a full time carer.
- Letter demonstrating why the exception should be supported, including a description of preventative measures in place to ensure young children do not gain access to the pool.
- Information of any full time occupants of the residence (including carers).
- Full scaled site plan and elevation of fence, identifying the areas to be exempt.

Impracticality

Requirements

- Statement of reason demonstrating why compliance with the standards is not practical, including a description of preventative measures in place to ensure young children do not gain access to the pool.
- Full scaled site plan and elevation of fence, identifying the areas to be exempt.

Extension of Time

Extension of time of a Brisbane City Council issued approval.

Extension of time where a certifier consults with the local government about the proposed extension.

Certificate of Classification prior to 1976

Request for Certificate of Classification for a commercial or industrial building built before 1 April 1976 with no previously issued Certificate.

Request for advice from the Local Government

Request for Inspection for regulatory advice.

Request for written advice on regulatory matters.

Privacy Statement

The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.