

DOCUMENTATION REQUIREMENTS

MINOR ALTERATIONS

Minor Alterations: Documentation requirements for Minor Alterations (Class 10 Buildings, Garages, Carports, Decks Screened Enclosures, etc and minor additions **up to 20 m²**) may vary. Please contact the Building Approvals Team to discuss your application requirements.

APPLICATION REQUIREMENT	DESCRIPTION	SCALE	FORM #
1. Application Form	PBC Application Form	1:200 minimum	Form 41
2. Site Plan	Showing boundaries, contours, site area, easements, common areas for development parcels existing building outline or proposed new building outline, all set back dimensions to boundaries (not fences), pool, pool decks and pool equipment, retaining walls, location and screening of water tank, garbage bin receptacles and a licensed Surveyors identification plan. Show location of downpipes and storm water connection to legal point of discharge. Driveway width and finishes to be shown. Show details of all existing and proposed fence materials and heights.	1:200 minimum 1:100 maximum	N/A
3. Floor Plans	Outline of existing building and proposed works, floor levels, heights. Relationship to existing building to be included for alterations and additions. FSR calculation to be included. Site Cover calculation to be included. Existing building to be shown. Proposed changes to be clearly identified.	1:100	N/A
4. Elevations	Outline of existing building and proposed works, all elevations of the proposal showing materials, floor levels, heights – including height above specified reference level (if applicable). Relationship to existing building to be included for alterations and additions. Existing building to be shown in full.	1:100	N/A
5. Sections	Typical cross-section showing floor levels, ceiling heights and overall height above natural ground level.	1:100	N/A
6. Site Section	Showing cut and fill retaining walls and relation to boundary walls and natural ground levels.	1:200 minimum	N/A



7. Survey Plans	AHD levels detailing relationship to Common Property, Residential Common Area, Golf Courses or Body of Water (if applicable) and showing all existing features and approximate levels of adjoining properties in any batter zones, and the AHD spot levels of the primary thoroughfare alignment where it meets the side boundary for the determination of the Building Reference Level.	1:100	N/A
8. Hydraulic Plans	Drainage (location of grates and pits), manhole locations and numbers, sewer connection and branch details, water main location and sizes. *Each applicant should carry out a site inspection to determine the practicality of any services that may be existing on or near the allotment. Storm water layout and point of connection to be shown.	1:200 minimum	N/A
9. Landscaping Plans	Reflecting finished ground levels and soft and hard landscaping.	1:200 minimum	Form DP 405014
10. Erosion Control Plan	Showing sediment fence, stabilised cross over, stockpile and diversion channels in line with GCCC Best Practice Guidelines		N/A
11. Security	Residential Alarm System	1:100 minimum	Form RM-202
12. Exterior Colour Schemes	Schedule of colours to include manufacturer's name, colour code and colour sample of the following on elevations: a. Primary Exterior Colour b. Secondary and/or Feature Exterior Colours c. Fascia and Trim Treatments d. Roof Tile Colour e. Paving Colour f. Window Materials and Colours g. Exterior Doors and Colours h. Garage Doors and Colours i. Fences/Walls Colours j. Other External structures		N/A
13. Batter Zones (excluding Golf Course Lakes)	Applicant to provide volumetric capacity calculation demonstrating no loss of flood storage capacity to the entire batter zone area including that part of the batter zone above the current flood level.		N/A

Note - Hand drawn or unscaled plans will not be accepted.