

MINOR WORKS DOCUMENTATION REQUIREMENTS

Residential: Minor Works (alterations and additions less than 20m²).

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

APPLICATION REQUIREMENT	DESCRIPTION	SCALE	FORM #
1. Application Form	PBC Application Form Hand drawn or unscaled plans will not be accepted.	1:200 minimum	Form 401
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, 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 set back dimensions for each level indicating existing and proposed gross floor areas. 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 show. Proposed changes to be clearly identified.	1:100	N/A
4. Elevations	Outline of existing building and 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.	1:200 Minimum	N/A
9. Landscaping Plans	Reflecting finished ground levels and soft and hard landscaping.	1:200 minimum	Form EI-104
10. Erosion Control Plan	Showing sediment fence, stabilized cross over, stock pile and diversion channels in line with GCCC Best Practice Guidelines		
11. Security	Residential Alarm System	1:100 minimum	Form RM-202
12. Exterior Colour Schemes	Colour boards and schedule of colours. A sample of the minimum standard is available for viewing at SCBCS offices.		Form EI-107

Three sets of A3 hard copy (printed) dimensioned drawings and exterior colour schemes are to be submitted with the application.