

When do I need a Development Application ?

You will require a Development Application when you're:

- 1) Replacing more than 20% of the total number of roof battens, rafters or trusses
- 2) Replacing more than 20% of the total number of footings, or
- 3) Undertaking demolition work of any kind.

How do I Lodge a Development Application?

To lodge a properly made Development Application, you will need to provide:

- 1) Completion of [DA Form 2](#)
- 2) [Plan of Development](#) (being a Site Plan only), and
- 3) Payment of [Council Fee](#).

For a re-roof and re-stump you will also need:

- 4) Details of QBCC Certification Licence and Insurance Receipt numbers
- 5) [Payment of Queensland Home Warranty Scheme Insurance](#) (where building work is over \$3,300) new work,
- 6) [Form 15 Design Certificate](#) by a Registered Professional Engineer of Queensland demonstrating that the footings and/or roof framing are compliant for the type of building, and
- 7) Owner-builder Permit (if the owner is proposing to carry out the work and the work is valued at over \$11,000).

How Can I Arrange an Inspection?

Council's Building Certifier is available between 8:30am – 4:00pm upon appointment on Thursdays only. It is noted that most Development Permits include several free inspections however, if you exceed these then additional costs may apply dependent on your development's location.

When do I Receive the Certificate of Reclassification?

The builder for a project is required to give notice to the Building Certifier when the Building Work is completed so that a final building inspection can be carried out. The final inspection is required to ensure that all works carried out comply with the Development Permit. Upon completion of the final inspection and if all works are considered compliant, the Building Certifier will issue a building final.

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2002*.