



CERTIFICATION INFORMATION & CHECKLISTS

Use this checklist to assist you to put together your application for

BUILDING RULES CONSENT ASSESSMENT

If you should have any further queries, please do not hesitate to call Giordano Certification on (08) 8332 3777

STEP 1

Once you have determined eligibility, you may lodge Application with Giordano Certification as follows:

A	ADMINISTRATIVE
COMPLETE AND SIGN:	
	GIORDANO CERTIFICATION DEVELOPMENT APPLICATION / ENGAGEMENT FORM
	This can all be downloaded from www.giordanoac.com.au
B	DOCUMENTATION
B1 PROVIDE (ONE) 1 COPY:	
	Council issued Decision Notification Form – Planning Consent including all conditions and notes.
	Council issued Stamped Planning Consent Approved Plans (full set)
	Builder's Indemnity Insurance Certificate for works \geq \$12,000 (if applicable)
	CITB Levy Payment Receipt for works \geq \$40,000 - This can be completed online at www.citb.org.au
	Certificate of Title \leq 3 months old (if not issued by LTO, provide copy of submitted Deposited Plan) This can be downloaded from www.propertyassist.sa.gov.au
B2 PROVIDE TWO (2) COPIES*:	
	Architectural Drawings, Schedules and Specifications
	Engineer's Soil Investigation, Footing Report, Structural Calculations & Drawings
	Timber / Steel / Other Frame Layouts & Calculations (Truss Calculations including Schedule 5 Checklist)
	6 Star Energy Efficiency Report or details to meet Deemed to Satisfy criteria of the Building Rules
	Any other relevant Technical Information – Refer to following pages for checklists
*Please sort paperwork into two (2) separate bundles - 1st bundle has a copy of all items from B1 and B2, in the order listed above. 2nd bundle has only items from B2, in the order listed above	
C	PAYMENT**
C1 PAYMENT 1	
	GIORDANO CERTIFICATION FEES
C2 PAYMENT 2	
	COUNCIL DEVELOPMENT AUTHORISATION & LODGEMENT FEES
** Refer to application / engagement forms for details and payment options	



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STEP 2

Giordano Certification notifies Council of engagement

STEP 3

Giordano Certification liaises directly with applicant to enable building consent to be issued.

Note: Giordano Certification may request further information as part of the assessment process.

STEP 4

Giordano Certification will issue Building Rules Consent based on the information provided and in accordance with the Development Act & Regulations 1993, National Construction Code and other relevant Codes & Standards.

Note: Giordano Certification may supplement the Decision Notification Form with conditions of approval as well as notice for the testing & maintenance of essential safety provisions where applicable.

STEP 5

Copy of Building Rules Consent couriered to relevant council with two (2) sets of stamped documentation
Copy of Building Rules Consent mailed to applicant.

STEP 6

If all required consents have been granted and are consistent, then Council will issue **Development Approval** (by legislation - within 5 days of receiving Building Rules Consent).

Once Development Approval has been granted one (1) set of the stamped documentation is returned to the applicant / owner with a **Decision Notification Form – Development Approval**.

STEP 7

After Completion of Construction – the Builder submits a completed **Schedule 19A Statement of Compliance***
Upon receipt, Giordano Certification forward a stamped copy to Council

**This form is contained in the approval documents issued by Giordano Certification.*

Note: For Commercial Projects the Applicant shall lodge an application for Certificate of Occupancy with fees.



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RESIDENTIAL BUILDINGS CHECKLIST

Standard Technical Information Required to be included in submitted documentation

	Site plan including north point, finished floor levels, water table levels and location of any brush fencing
	Architectural plans, sections and elevations (including location of brickwork articulation joints, ventilation provisions, sanitary facilities (wc, laundry, kitchen), etc.
	Building specification and schedules (standard specifications are acceptable)
	Engineering site soil assessment, site classification and footing construction report including footing layout, footing design and construction detailing
	Proposed construction of the drainage system and the position & manner of the discharge of storm water (usually on engineer's site plan)
	Framing details including: <ul style="list-style-type: none"> - A roof plan and truss design details including bracing details - Roof, wall and floor framing tie downs - Floor framing details including bracing details - Wall framing details including bracing details and racking forces calculations - Third Party Certification (where applicable)
	Termite protection details including set-down of perimeter paving
	Masonry construction details (including damp proof course, lintels, control joints)
	Design and details of any retaining walls
	Glazing details for internal and external glazing
	Stair and handrail details (nomination of an accredited stair system is acceptable or engineers design)
	Balustrade details including size of openings in balustrade
	Hard wired smoke alarms indicated on floor plan (multiple alarms are required to be interconnected)
	Wet area details (relevant details from AS3740 & NCC)
	Bushfire protection provisions and dedicated water supply details (if applicable)
	Energy efficiency provisions (Deemed to satisfy or alternative solution)
	Water efficiency provisions (i.e. rain water tank plumbed to dwelling)
	Corrosion protection details (if applicable)
	Demolition details to AS2601 (where applicable)
	Any other technical information that maybe applicable, such as wind speed calculations, earthquake calculations, swimming pool design (including fence and gate details)



CERTIFICATION INFORMATION & CHECKLISTS

COMMERCIAL BUILDINGS CHECKLIST

Standard Technical Information Required to be included in submitted documentation

	Architectural plans, sections and elevations indicating the proposed layout and use of each area, including location of exits, fire resistance details, amenities, storage details etc.
	Building specification and schedules (e.g. glazing, door hardware, a/c, partition walling construction, masonry walling damp proof course & lintel details, material properties, sound insulation etc.)
	Building services documentation highlighting the required essential safety provisions for the building including fire hydrants, hose reels, sprinklers, extinguishers etc., mechanical, (a/c, smoke hazard management etc.)
	Electrical (exit and emergency lighting, smoke detection and alarm system, occupant warning system etc.), hydraulics & lift etc. (as appropriate)
	Engineering documentation covering any structural and civil works (i.e. structural layouts and details, structural calculations, site soil assessment & footings, site & roof storm water drainage)
	Floor & roof framing plans and truss design details (where applicable)
	Stair, handrail and balustrade details (may relate to new or existing)
	Wet area details including number and location of sanitary facilities (relevant sketches from AS3740 & NCC)
	Energy Efficiency details showing compliance with Part J of the BCA (Also applies where modifications occur to existing a/c plant and lighting. May require glazing calculator if significant alterations to existing built fabric)
	Details showing accessibility compliance with AS1428.1 (where works trigger the requirements of part D3.3 & F2.4 of the BCA)
	Corrosion protection details (if applicable)
	Bushfire protection details (Class 2,3 & 4 buildings only)
	Demolition details to AS2601 (where applicable)



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TENANCY FIT-OUT CHECKLIST

Technical Information

	Site plan indicating the number of floor levels, location of buildings, boundaries & site features
	Architectural plans and elevations including the proposed layout and use of each area, relationship to the remainder of the floor including location of exits, amenities etc.
	Building specification and schedules (e.g. glazing, door hardware, a/c, partition walling construction, fire hazard properties etc.)
	Building services documentation highlighting the required essential safety provisions for the building, level, tenancy (e.g. fire, mechanical, electrical, hydraulics, lift etc.)
	Engineering documentation covering any structural alterations or modifications or altered loadings (such as compactus)
	Stair, handrail and balustrade details (may relate to new or existing where deemed to be considered as part of the affected part)
	Wet area details including number and location of sanitary facilities serving the tenancy/building (relevant sketches from AS3740 & BCA)
	Energy Efficiency details showing compliance with Part J (applies where modifications also occur to existing a/c plant and lighting)
	Details showing accessibility compliance with AS1428.1 (where works trigger requirements of part D3.3 & F2.4 of the BCA)