



IPSWICH CITY COUNCIL

CONVERTING A NON-HABITABLE BUILDING INTO A HABITABLE AREA (CLASS 10 TO 1)

CONVERTING GARAGES, CARPORTS, SHEDS OR THE LIKE INTO DWELLINGS

OVERVIEW

This fact sheet is intended to assist Ipswich residents in relation to the legislative requirements necessary to convert a Class 10a building - garage, carport, shed, or the like (non-habitable building) into a Class 1a Dwelling (habitable building). A Class 10a building (garage, carport, shed, or the like) is generally not designed or constructed to comply with the building standards for a Class 1a building (dwelling) as required under the Queensland State Building Act 1975 and the National Building Code of Australia. Careful consideration should be given in regards to the likelihood of the class 10a building being able to meet the legislative requirements for a class 1a building and a qualified professional should be consulted.

APPROVALS REQUIRED

Building Approval

Converting a class 10a building to a class 1a building requires building approval along with supporting documents and certificates in compliance with the *Queensland Building Act 1975*, subordinate codes and standards and the National Construction Code (NCC).

For assistance with lodging a building application with Council, refer to the [Building Application Lodgement Checklist](#).

Note: It is an offence to commence building work until a building approval has been obtained.

Plumbing Approval

A Plumbing Approval with Council is required for all plumbing work in accordance with the *Plumbing and Drainage Act 2002*. For assistance with lodging a plumbing application, refer to the [Plumbing Application Lodgement Checklist](#).

OTHER APPROVALS

Referral Agency Approval

Converting the existing class 10a building to a class 1a building may result in triggering the requirement for referral agency approvals. For example:

- A [Referral Agency Assessment Application \(Siting Variation\)](#) approval will be required if part of the proposed Class 1a building is located within the prescribed road or side/rear boundary setbacks in accordance with Part 12, Division 6 – Residential Code of the Ipswich Planning Scheme (see also [General Building Guidelines for Residential Properties](#)).
- A Building over or near relevant infrastructure approval will be required if the proposed class 1a building does not comply with the requirements of the **Queensland Development Code Mandatory Part 1.4 (MP 1.4) 'Building over or near relevant infrastructure'**.
 - For building over/near Water or Sewer applications please contact Queensland Urban Utilities on 13 26 57 or visit their website www.urbanutilities.com.au/Development_services/
 - For building over/near Stormwater please contact Ipswich City Council on 3810 6980 or email: plandev@ipswich.qld.gov.au

For building over/near Stormwater applications only please use the following form:

- [Building over/near Stormwater Infrastructure](#)

Planning Approval

Converting the class 10a building to a class 1a building may also trigger the requirement for a planning approval particularly if it involves heritage/character requirements, underground mining, flooding, dual occupancy (two dwelling on a site) etc. To determine whether an application under the current Ipswich Planning Scheme is required contact Council's Development Planning Branch on (07) 3810 6888.

Note: If an application under the Ipswich Planning Scheme is required, approval will need to be obtained prior to the issue of the building approval.

FIRE SAFETY REQUIREMENTS (IN ACCORDANCE WITH NCC 2016 PART 3.7)

Fire Separation

The Building Code of Australia outlines the fire protection requirements for residential buildings. You will be required to comply with the following methods to satisfy the fire protection requirements:

- A 900mm clearance between the boundary and the Class 1a building.
- An 1800mm clearance between another Class 1a building on the same allotment.
- A 60/60/60 fire rated wall system where the above clearance is not achieved. This wall must have no openings, be of masonry construction or a conforming fire wall system construction.

Smoke Alarms

Interconnected, hardwired smoke alarms must be installed in a Class 1a building to comply with NCC Part 3.7.2 and AS 3786 - 2014. Note: All smoke alarms within an existing building being renovated/ converted are to comply with the current Queensland legislation.

ADDITIONAL REQUIREMENTS FOR CLASS 1A BUILDINGS

The Building Code of Australia outlines additional requirements which apply to all Class 1a buildings which includes, but is not limited to, the following:

- **Structure**
 - Structural Stability - A report and documentation from a Registered Professional Engineer of Queensland (RPEQ) which demonstrates how the existing building meets the required structural stability and serviceability to facilitate habitable living. The report must detail all building works to upgrade the existing structure (i.e. Foundation, Footings, Slab, Wall and Roof Framing, Bracing, Tie-down and Building Elements) and incorporating as required further works for the site conditions.
 - Termite Protection - Provide details on the proposed termite management method for the building and all slab penetrations (as applicable) to ensure the building elements remain protected. This may include a compliant chemical or visual barrier or combination which must be installed and certified by qualified pest management professional.
- **Damp and Weatherproofing**
 - Site Drainage – Ensure floors finish a minimum of 150mm above finished ground level or a minimum of 50 mm above impermeable (paved or concreted areas) that slope away from the building.
 - Weatherproofing and Dampness – Demonstrate that water and moisture will not penetrate the building elements and enter the building.
- **Fire Safety**
 - Fire protection and detection – Demonstrate compliance on fire separation, installation of fire walls and smoke alarm systems, heating appliances and providing a report on the construction of houses in bushfire prone areas (as applicable).
- **Health and Amenity**
 - Wet Areas – Provide details on all wet areas waterproofing and/or water resistance measures to be installed. For existing works not approved, this may require that the existing system be inspected and tested by a qualified professional for certification or the entire wet area rebuilt and waterproofing installed by a qualified professional to ensure compliance.
 - Facilities – provide plans illustrating laundry, food preparation areas, washing and sanitary facilities.
 - Amenity – Demonstrate adequate roof heights (i.e. 2.4 metres for habitable areas) for the use of the rooms and that light, ventilation and sound insulation (as applicable) is met.
- **Safe Movement and Access**
 - Provide details on all steps, ramps and balustrade (as applicable). Please note that supporting plans and/or certification from a qualified professional may be required for assessment of structural elements and construction of steps, ramps and balustrade systems.
- **Energy Efficiency**
 - Provide an energy efficiency report and documentation from an energy efficiency assessor detailing the required installation of all energy efficiency products for the proposed use. This should detail building fabric, wall and roof and subfloor insulation, sealing, ventilation, lighting, ceiling fan and air conditioning services as well as glazing requirements. Mechanical ventilation and artificial lighting must be installed where light and ventilation is not satisfactory.

- **Other information and plans may be required for assessment which include:**

- Site specific reports from qualified professionals for Soil; Mine subsidence; Bushfire; Acoustic (Noise); Hydraulic, Hydrologic and Drainage (Flood); Geo-technical (land stability) and Engineering.
- Plans from a Registered Professional Engineer of Queensland (RPEQ) accompanied by a Form 15 Design Certificate and Form 16 Inspection Certificate.
- Other supporting documentation, design certificates, plans and inspection certificates from qualified professionals for aspects of building work.
- Queensland Building and Construction Commission (QBCC) Confirmation of Insurance from a nominated builder or Owner Builder's Permit.
- Portable Long Service Levy Receipt of Payment (as applicable).

ADJOINING PROPERTIES

If the proposed building or structure has the potential to impact on a neighbour, it is recommended that you consult with that neighbour before starting any work. Consultation with your neighbour may help to avoid disputes later. Further information about avoiding disputes can be found on the [Queensland Government](#) website.

If the adjoining property owner is Council, contact Council's Property Team on (07) 3810 6617 to initially discuss your proposal.

ROOF WATER DISPOSAL

Associated roof water/stormwater from any building must be disposed of so it does not create a nuisance to land, buildings and structures in the neighbourhood. This would generally require the installation of guttering, downpipes and stormwater pipes. The roof water must be piped to an appropriate stormwater discharge point (e.g. inter-allotment stormwater drainage system or into the kerb and channel). If this is not possible, the roof water shall be piped to a soakage pit. Soakage pits should be located as far as practicable from buildings, structures and property boundaries. Please refer to Council's example [soakage pit drawing](#).

FURTHER INFORMATION

Additional links:

- Ipswich City Council applicable [fees and charges](#).
- [Building or renovating](#) information from the Queensland Building and Construction Commission (QBCC).
- [Forms, fact sheets and publications](#) page on the QBCC website.

DISCLAIMER

The information contained in this document is general in nature, and before relying on the material in any important matters, users should carefully evaluate its accuracy, currency, completeness and relevance for their purpose. This document is not intended as a substitute for consulting the relevant legislation or for obtaining appropriate professional advice relevant to your particular circumstances. The Ipswich City Council does not accept responsibility or liability for any loss, damage, cost or expense incurred as a result of the use of, or reliance on, information contained in this document. These guidelines are not intended to be, and should not be relied upon as, the ultimate and complete source of information on converting a non-habitable building into a habitable area (class 10 to 1).

For further information, please contact Council's **Planning and Development Department on (07) 3810 6888**.