

Appendix B

Building Development Checklist

Moreton Bay Regional Council
Sport and Recreation Club Manual
2023

BUILDING FACILITY DEVELOPMENT CHECKLIST

This checklist has been developed by MBRC as a guide to assist the community in the preparation of building facility development. The checklist identifies key information that is required to be submitted to Council to obtain land owner's permission and to assist with project management. The details of Sections 1-3 should also be provided to the organisation's building designer to achieve the desired outcome.

1. SITE ANALYSIS

A. Who owns the land that is proposed to be developed?

- ☐ State Government – Proof of resource entitlement may be required. Approval from Council (as trustee) through the lodgment of an Improvement Works Application process will be required
- ☐ Council – Approval through the Improvement Works Application process will be required

An Improvement Works Application (IWA) is required to obtain permission from Council to undertake the project. Refer to www.moretonbay.qld.gov.au/improvementworks for details.

B. Is there a Council endorsed master plan for the sports complex?

- ☐ Yes, the development is identified in the master plan - the building should be positioned to match the master plan. Lodge the concept of the building to Council with an IWA
- ☐ Yes, but the development is not identified in the master plan - you will need to lodge an IWA with Council identifying the proposed location prior to gaining permission to undertake this project. The application may be rejected if the development affects critical engineering elements of the master plan
- ☐ No - you will need to lodge an IWA with Council identifying the proposed location prior to gaining permission to undertake this project. An assessment of the development and proposed location will determine if permission is granted

C. Is there an existing Development (Planning) Approval for the building development?

- ☐ Yes - continue planning the building, incorporating any conditions of the DA into the works
- ☐ No - A Development Approval may be required. Council will advise of this requirement through the Improvement Works Application process

D. Are there any site conditions that require special consideration?

- ☐ Adverse soil conditions, full sand profile or being located close to sea level (acid sulphate soils) - additional structural elements or treatments are likely to be required. Confirm with a structural designer
- ☐ Flood zone - depending on the building classification, certain building components must be clear of flooding by defined amounts. A designer or building certifier will be able to confirm the requirements. Filling in a flood zone must not occur without prior development approval. Landfill sites will require additional advice from a suitably qualified person. Proximity to residents - refer to Item 2P
- ☐ Protected trees that cannot be trimmed - the design must be adjusted to avoid impacting the trees
- ☐ Removal of non-protected vegetation - approval from Council or the Queensland Government may be required. Council will advise of this requirement through the Improvement Works Application process
- ☐ Other _____
- ☐ Nil

E. Are earthworks or filling required to enable the building development?

- ☐ Yes - a civil earthworks plan is required
- ☐ No

F. Other site considerations

- ☐ Car park numbers - check the Development Approval (if applicable) to identify if extra car parks are required to be constructed. This will form part of the project and the cost must be incorporated into the project budget
- ☐ Accessibility - the new building may have accessibility requirements from the car park and/or other existing infrastructure or pathways. Positioning the new building at an appropriate location and height will assist in achieving access requirements. Check requirements with your building certifier
- ☐ Extra security requirements - if site is subject to unfavorable activities

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2. BUILDING DESIGN

The complexity associated with the design of a new building varies significantly depending on the type of building being constructed and the location of works. Engaging a commercial shed supplier to build a storage shed at an unrestricted site is relatively simple, as they have certified drawings for their standard products. Designing a clubhouse extension, however, requires collaboration of many professionals, including structural, hydraulic, architectural and electrical specialists. Consider engaging a designer that can coordinate all elements into a combined design package that can be used to obtain comparable quotations. Most buildings will require certification. It is recommended that you speak to a private building certifier at the start of your project to discuss your specific project and determine if they should be engaged to provide advice throughout the design and development of the building.

- A. Specify the proposed location of the building works on a site map with aerial base
 - ☐ Ensure reference is provided to other buildings, playing areas, car parks and the site boundary
 - B. Determine the conceptual size and dimensions of the building
 - ☐ Prepare a sketch plan of the facility layout
 - C. If applicable, are there minimum standards for the size and number of particular rooms within the building?
 - ☐ Yes - provide these to your designer
 - ☐ No - determine floor area and configuration of each room. Consider obtaining details from another club that has an ideal setup
- Check with the Regional, State or National Sporting Organisation for any facility guidelines that specify mandatory or recommended room areas/inclusions.
- D. Is direct access required between areas within and external to the building? E.g. storeroom to playing field, office to club room etc.
 - ☐ Yes - within building
 - ☐ Yes - building to external
 - ☐ No
 - E. Are any associated but external items required to support the building e.g. fencing?
 - ☐ Yes - specify details, dimensions and locations on site plan
 - ☐ No
 - F. Are the building works proposed as an extension to an existing building?
 - ☐ Yes - the designer or certifier will need to confirm if upgrades are required to the entire existing building to meet current building standards. These works must be included in the scope and cost of the club's project
 - ☐ No
 - G. Have the locations of all services (water, sewer, stormwater and electrical) been determined?
 - ☐ Yes
 - ☐ No - call Dial Before You Dig and contact Council for any plans
 - H. Do the existing services provide any restrictions to the proposed building?
 - ☐ Yes - the building location or configuration will need to be adjusted accordingly
 - ☐ No
 - I. Are the building works proposed over or near Unitywater (water and sewer) infrastructure?
 - ☐ Yes - Unitywater must be contacted directly to obtain specific advice on the requirements and exclusion zones for the proposed works
 - ☐ No

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- J. Has soil/geotechnical testing been undertaken at the proposed location of the building?
- ☐ Yes - the results should be used by a structural engineer to prepare a certified footings design
 - ☐ No - consult with your designer or building certifier to determine if this will be required prior to obtaining a building approval
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- K. Do the existing services have sufficient capacity to accommodate the additional load from the new building works?
- ☐ Yes - applicable approvals (e.g. plumbing approval) may be required prior to construction. The designer or certifier will be able to advise on requirements
 - ☐ No - upgrade works to existing infrastructure must occur as part of this project and be incorporated into the project budget
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- L. Are water and energy efficiency measures incorporated into the building?
- ☐ Yes - determine lifecycle feasibility, including reductions in maintenance and running costs
 - ☐ No - consider options for passive building design, insulation, water capture and re-use and solar energy technologies
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- M. Is there a need to separately record water and/or electricity consumption in the building - e.g. to appropriately charge other users?
- ☐ Yes - sub-meters need to be incorporated into the electrical design
 - ☐ No
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- N. Is there a need to provide different access rights to certain areas of the building amongst users - e.g. committee, coaches, hirers?
- ☐ Yes - a hierarchy on Council's bi-lock system needs to be determined, specifying areas to be accessed by the different users. Contact Council's Sport and Recreation team for further assistance
 - ☐ No - depending on the type of building, locks may need to be on Council's bi-lock system. Contact Council's Sport and Recreation team for further assistance
- The installation of all bi-locks will require Council approval with the locksmith. The bi-locks will need to match the existing system at the site, if it exists.
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- O. Is the building proposed to be constructed in multiple stages?
- ☐ Yes - prepare details of each stage of development and indicate how each stage can be completed to meet the National Construction Code. Also indicate the anticipated timeframes for each construction stage
 - ☐ No
- If the club does not have sufficient funds to construct the entire building, it is preferable that the ultimate building is designed to ensure that the full-scale development can be accommodated at the site, and is then appropriately scaled back into stages.
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- P. Does the use of the building have the potential to impact on surrounding residents?
- ☐ Yes - applicable attenuation measures must be incorporated into the building design or consider appropriate relocation
 - ☐ No
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- Q. Has the concept plan been submitted to Council via an Improvement Works Application?
- ☐ Yes
 - ☐ No - visit www.moretonbay.qld.gov.au/Improvementworks

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3. DEVELOPMENT (BUILDING) APPROVAL

Except for very small structure, a development approval for building works will generally be required.

A. Is a building designer (architect) required for the project?

- ☐ Yes - the club is to engage an architect, engineering firm or suitably qualified person of its choice
Unsure - discuss the project with a builder, supplier of the product or building certifier
- ☐ No - off the shelf products such as storage sheds are often pre-designed with structural engineering certifications (Form 15). Depending on the building, the club will likely still require final certification from a private building certifier

B. Is a Development Approval for Building Works required?

- ☐ Yes - a private building certifier will need to be engaged by the club. Speak to the building designer to determine options. The designer may regularly work with a certifier or the club may choose to engage an independent certifier
- ☐ Unsure - Council will advise of this requirement through the Improvement Works Application process
- ☐ No - skip to section 4

C. Details of the following items have been discussed and confirmed with the designer, depending on the type of building being proposed?

- ☐ Single vs double storey - lifts will generally be required for double-storey buildings and require significant ongoing maintenance and inspection costs
- ☐ Required rooms and floor area per room, or capacity required in each room - refer to Item 2C
- ☐ Minimum number of toilets, urinals, showers, basins and PWD facilities, to meet the requirements of the organisations governing body and the National Construction Code
- ☐ Other facilities and services required in each area - e.g. first aid room, referee's change room/s Any requirements for male and female amenities separation, including in referee's room Location of exits, for convenience and emergency evacuation purposes
- ☐ Sound transmission and insulation specifications
- ☐ Light and ventilation, to meet minimum standards. Consider natural options for reduced energy consumption and cost
- ☐ Location of power outlets
- ☐ Locations of water outlets (taps) and drinking fountains External covered viewing areas
- ☐ Materials for decks and balustrades - easy to maintain and prevent climbing by small children Construction materials - e.g. blockwork and colorbond roof
- ☐ Colour scheme to match existing infrastructure or natural aesthetics of the area Roller doors fitted with anti-vandal locking mechanisms, as per Council standard Any additional measures for building security

This list is not exhaustive but intended to highlight common considerations.

D. Has the designer incorporated the following items where required?

- ☐ Access and egress locations, widths and number, to accommodate expected number of patrons and to provide access for people with disabilities AS1428.1 2009
- ☐ Location, type and number of firefighting equipment, fire hose reels, extinguishers, hydrants etc. Emergency lighting, exit signs, directional signs etc.
- ☐ Other statutory items to meet the current building code

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- E. The following items will generally need to be provided to the building certifier by the club's designer and any applicable engineers. Check with the club's building certifier which of the items are required based on the type of building and if any other items are required.
- ☐ Site Plan 1:200 - levels, contours, parcel dimensions and setback dimensions from road, side and rear boundaries
 - ☐ Location of easements, sewer mains, stormwater mains, underground power, water mains and services to existing buildings
 - ☐ Proposed new works floor plan 1:100 fully dimensioned Elevations (4)
 - ☐ Typical section, section details as required Tie down and bracing details Construction details - e.g. wall framing Truss/roof framing details
 - ☐ Soil test locations and results
 - ☐ Footing and slab plan, and any structural element to be designed by a Certified Registered Professional Engineer of Queensland (RPEQ)
 - ☐ Hydraulics design for plumbing and drainage application Mechanical ventilation design if required
 - ☐ Electrical layout and capacity of existing supply to accommodate the extra load
 - ☐ Building components that provide access for people with disabilities to comply with AS 1428.1 2009

4. CONTRACT INCLUSIONS

- A. Ensure that the following items, at a minimum, are clearly defined and included in the scope of works for contractors to quote, for the organisation to select its preferred contractor, and then for the preferred contractor to undertake the works:
- ☐ Soil testing and footing design (if not completed earlier) All footings and building works as specified in the design All products and materials as specified in the design
 - ☐ Approvals and connections to services, including new Energex meter connections All Energex fees, including supply upgrades and new meters
 - ☐ Plumbing and building inspections as required Final certification of the building
 - ☐ Removal and disposal of existing infrastructure
 - ☐ Removal and disposal of excess soil or other spoil - these costs can be particularly large at landfill sites
 - ☐ Tree trimming and removal of debris, if approved by Council or State Government
 - ☐ Rectification of any damage to playing surface and/or surrounding area
 - ☐ Meeting with Council's Sports Turf staff, if applicable, prior to commencing the project Provision of 'as-constructed' documentation
 - ☐ Specification of a defects liability period where the contractor will be responsible for replacing faulty components (usually 12 months)
 - ☐ Specification of warranties of applicable building elements

5. PROJECT MANAGEMENT

- A. Ensure that the following items are undertaken prior to the commencement of the project:
- ☐ All building and plumbing approvals, if required, are obtained
 - ☐ The preferred timing of the works is identified in conjunction with the contractor, to avoid peak usage periods of the facility. Consider that any rectification of damaged playing surfaces can take eight weeks or more until usage can resume

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- ☐ Meet with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams at least two weeks in advance of the proposed start date to discuss access times, vehicle paths, potential damage to playing surfaces, mechanisms to mitigate field damage, and the control of irrigation for ground stability. Photos are taken of the facility in its pre-construction condition, particularly in areas where construction vehicles are likely to access.
- ☐ Facility access and site security are confirmed directly with the contractor, including end-of-day procedures.

B. Ensure that the following items are undertaken during and at the conclusion of the project:

- ☐ Photos are taken of the ground and areas of work, with references for depth perception such as a ruler or pencil. Post-construction meeting is undertaken with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams to assess the park surface condition and any required rectification works. Any keys to site locks are returned by the contractor.
- ☐ Any infrastructure removed by the contractor is replaced - e.g. goal posts.
- ☐ All 'as constructed' documentation and final certifications are supplied to Council. All other items required as part of the contract are fulfilled.

6. ASSET AND FINANCIAL MANAGEMENT

A. Is the club aware of its ongoing maintenance responsibilities for the facility?

- ☐ Yes - confirm responsibilities under the club's lease and any conditions specified in the landowner's permission letter for the project.
- ☐ No - responsibilities will be included in the club's lease and any additional conditions specified in the landowner's permission letter for the project.

If the club is operating under the conditions of a lease issued in accordance with the MBRC Community Leasing Policy, details on responsibilities can be found at www.moretonbay.qld.gov.au/communityleasing

B. Does the club have an asset management plan in place?

- ☐ Yes - add the new building to the asset register and specify the maintenance activities required, frequency of maintenance and approximate costs for all elements of the building.
- ☐ No - prepare an asset management plan as per 'Yes' and add any other buildings controlled by the club.

C. Is the club making regular deposits into a facility sinking fund?

- ☐ Yes - ensure that the contributions are increased to accommodate the maintenance and replacement activities identified in the asset management plan.
- ☐ No - establish a sinking fund and make regular contributions to cover maintenance and replacement of all club assets.

D. Is the organisation seeking external funding to undertake the project?

- ☐ Yes - provide sufficient lead time for the design to be ready prior to funding submission. Advise any tenderers that there will be delay between quoting and construction due to the funding application timeframes.
- ☐ No