

## What Should be Included

It is a designer's responsibility to provide sufficient detail in the documents to enable a building surveyor or builder to understand fully what is required. The designer must determine and describe adequately a building solution that will satisfy the performance requirements of the BCA, even if a deemed-to-satisfy solution is chosen. It is unacceptable just to include a note to the effect that "the building will comply with the Building Code of Australia and relevant Australian Standards", leaving it to the builder to guess the details of what is intended. While builders should know how the various standards apply to the work that they do, standards by themselves do not constitute the design of the building or its parts.

Apart from small scale dimensioned plans, sections and elevations, the following information will often be required:

- Roof plans, and ceiling plans
- Internal wall elevations
- Bracing schedules
- Foundation and footing details
- Wall sections
- Roof and flashing details
- Joinery elevations and details
- Window and door schedules
- Plumbing and electrical layouts
- Maintenance access details
- Insulation and Glazing calculations.

*The Director's Specified List, Approved Forms and the Director's Determination for Certificate of Others are available on the Workplace Standards Tasmania website:*

[www.wst.tas.gov.au/building](http://www.wst.tas.gov.au/building)

Acknowledgement: based on an article by Trevor Pringle, BRANZ Senior Technical Writer, in *Build*, April/ May 2002.

## Sample Checklist

A good set of drawings will include most of the items in the following table at small scale plus larger scale details and specification notes

<i>Floor Plans</i>	<i>Elevations</i>	<i>Sections</i>
<input checked="" type="checkbox"/> Dimensions	<input checked="" type="checkbox"/> All sides of the building	<input checked="" type="checkbox"/> Floor and ground levels
<input checked="" type="checkbox"/> Floor and ground levels	<input checked="" type="checkbox"/> Floor and finished ground levels	<input checked="" type="checkbox"/> Room heights
<input checked="" type="checkbox"/> Framing size and spacing	<input checked="" type="checkbox"/> Building heights	<input checked="" type="checkbox"/> Door heights
<input checked="" type="checkbox"/> Window/ door locations and door swings	<input checked="" type="checkbox"/> Window identification, area and opening type	<input checked="" type="checkbox"/> Window heights
<input checked="" type="checkbox"/> Plumbing fitting locations	<input checked="" type="checkbox"/> Door identification and opening direction	<input checked="" type="checkbox"/> Roof levels and slopes
<input checked="" type="checkbox"/> Stair location, direction and treads	<input checked="" type="checkbox"/> Roof slopes/ overhangs, gutters and downpipes	<input checked="" type="checkbox"/> Roof framing
<input checked="" type="checkbox"/> Fixed items, fire-places and cabinetry	<input checked="" type="checkbox"/> Materials	<input checked="" type="checkbox"/> Stair geometry
<input checked="" type="checkbox"/> Falls to floors	<input checked="" type="checkbox"/> Steps and handrails	<input checked="" type="checkbox"/> Insulation
<input checked="" type="checkbox"/> Room and Space identification	<input checked="" type="checkbox"/> Suspended floors – subfloor ventilation and access	<input checked="" type="checkbox"/> Large scale detail locations
<input checked="" type="checkbox"/> Fire resistant construction locations	<input checked="" type="checkbox"/> Roof Plumbing and downpipes	<input checked="" type="checkbox"/> Foundation and footing details
<input checked="" type="checkbox"/> Building section locations	<input checked="" type="checkbox"/> Balustrades to decks/ balconies	<input checked="" type="checkbox"/> Landscaping

For more information about the *Building Act 2000* and Building and Plumbing Regulations - contact

Workplace Standards Tasmania: 1300 366 322 within Tasmania or (03) 6233 7657 outside Tasmania

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)

website: [www.wst.tas.gov.au/building](http://www.wst.tas.gov.au/building)

**Good Documents**  
=  
**Good Job!**

**Why Good Building Plans are Essential**



**BUILDING ACT 2000**

**DEPARTMENT of JUSTICE**  
Workplace Standards Tasmania



## Building Documentation

Before a proposed building becomes a reality, it exists only as a documented description which must communicate its essential properties to the various parties involved in its design and construction.

Such documents include among others:

<b>Drawings</b>	Describe graphically - what, where, size and relationships of parts
<b>Specifications</b>	Describe in words - quality of materials and workmanship
<b>Reports</b>	Provide data and advice on which design decisions are made
<b>Certificates</b>	Confirm that design decisions meet standards.

The documents are used to support applications for planning and building permits, allow the work to be priced accurately and ultimately form part of the contractual agreement between the owner and the accredited builder, allowing the project to be constructed by the builder and sub-contractors as envisaged by the owner and the designer.

### Requirements for Good Documentation

The *Building Act 2000* requires a designer to ensure that so far as reasonably practicable, the documentation includes sufficient information to enable proper assessment of the design by an accredited building surveyor and is sufficiently detailed for a builder or plumber to carry out the work in accordance with the documents and the Act.

A building surveyor should not accept documentation unless it contains sufficient information to enable assessment of the proposed building for compliance with the Building Code of Australia. Whether the documents describe a new building, alterations or additions, or demolition and removal of an existing building, they should be complete and appropriate in scale and detail for the type of building project being described.

There are many different types and sizes of building, and a wide range of complexities to be described, however it is likely that most sets of building documentation will include:

- Site plan and Certificate of Title, Schedule and Plan
- Plans, sections and elevations with dimensions, levels and detail references
- Component and construction details both in 2D and 3D projections
- Plan and procedure of any proposed demolition works
- Written specifications either on drawings or in a separate document
- Reports and certificates as required.

It is prudent to check with planning authorities and building and plumbing permit authorities when assembling the documentation for an application.

### Benefits of Clear and Complete Documentation include:

- Less likelihood of building and plumbing permit delays
- More precise pricing and quoting
- Fewer disputes between the builder and the owner or designer
- Avoidance of extras which change the contract  
*(extras can cost more than having the work included in the first place)*
- Overall savings in time and money.

### Drawing Standards

Standards Australia publishes a range of technical drawing standards which cover the main design disciplines of architecture and engineering. It is not practicable for there to be a single standard covering all disciplines because varying degrees of symbolic representation are used depending on the subject matter.

Where possible, designers should use the drawing standards related to their field in order to minimise misinterpretations when communicating with each other. The benefits also flow on when communicating with building surveyors, builders and sub-contractors.

Australian Standards for Technical Drawing should be used where possible.

These are parts of AS 1100 and include:

- AS 1100.101-1992 General Principles
- AS 1100.201-1992 Mechanical Engineering
- AS 1100.301-1985 Architectural
- AS 1100.401-1984 Engineering Survey
- AS 1100.501-2002 Structural Engineering

*(The above list does not include supplements and amendments.)*

- The *Building Act 2000* Director's Specified List which references approved plumbing symbols. *(See WST website)*

### Certificates, Reports and Forms

The *Building Act 2000* requires that a standard form is used when submitting supplementary information in support of a building application. Where specialist advice relating to matters such as the engineering of structure, services and fire protection must be obtained, Certificates of Others, (Forms 55 and 59)\*, along with the relevant consultant reports and drawings, will form an essential component of the total documentation; they will be used to confirm that design, material quality and construction will comply with the Building Code of Australia, Plumbing Code of Australia and local building and plumbing legislation.

Where it is required to prove that an alternative solution complies with the Building Code of Australia's performance objectives, documents should also include supporting information such as expert reports, trade literature and certificates of conformity for products. All certificates must be relevant to the particular project and issued by suitably qualified people, as determined by the Director of Building Control.\* Building surveyors and permit authorities may not accept a Form 55 or 59 if they are not satisfied with the technical/professional qualifications of the certifier

*( \*Suitably insured Accredited Building Practitioners and others with recognised technical and professional skills. See Director's Determination for Certificates of Others on WST website.)*