



# YOUNG SHIRE COUNCIL PLANNING & ENVIRONMENT TOOL BOX NOTES

SEPTEMBER 2012

Welcome to the January 2013 edition of the Young Shire Council's Toolbox Notes. Our last edition in September 2012 covered many issues and we hope has been a useful tool for all.

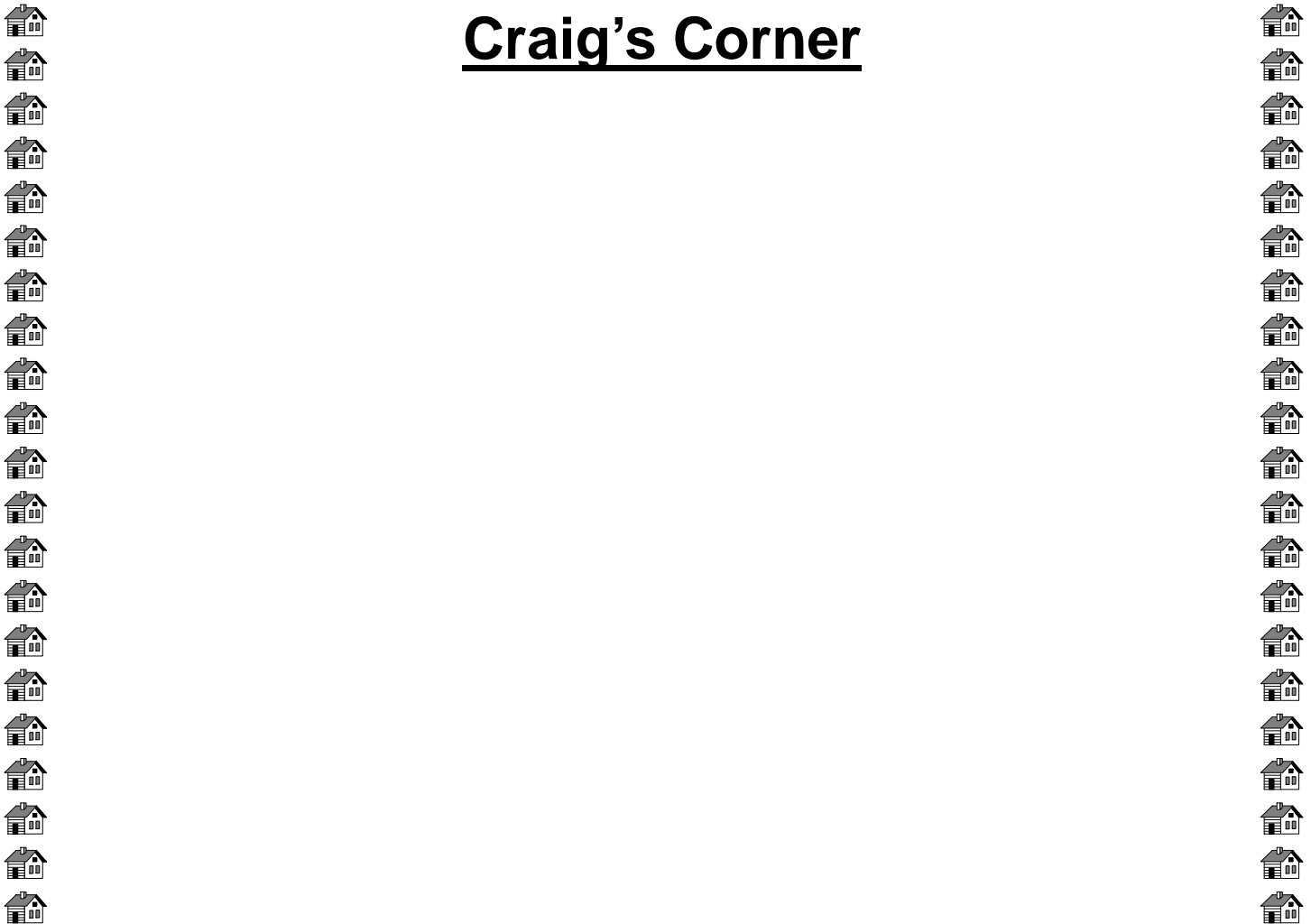
Remember that if you have any feed back please contact us for a chat, also if you would like us to include or research and report on anything in our next edition please contact the Planning and Environment Department and let us know so we can keep it

## WHAT'S IN THIS EDITION

- Construction Certificates
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- Craig's Corner
- Critical Stage Inspections
- Tool Box Meeting Notes
- Engineering Issues
- Timber Framing
- Reminders



## Craig's Corner



## CONSTRUCTION CERTIFICATES

Builders and Developers please remember that no work is to be commenced on site until you have a Construction Certificate in your possession. It is not acceptable to begin work when you have only delivered the paperwork to Council that is required for your Construction Certificate to be processed. You must wait until you are in possession of the issued certificate.

Your Development Consent is not permission to commence work and it is your responsibility to ensure all matters that are identified in the Consent and all other information required in the Construction Certificate application have been included and delivered to Council.

Council is not required to chase your paperwork for you and any commencement of works before a Construction Certificate has been issued will result in a Penalty Infringement Notice being issued.

## CRITICAL STAGE INSPECTIONS

### **For Building Work**

1. After excavation of, and prior to the placement of, any footings.
2. Prior to pouring any in-situ reinforced concrete building element.
3. Prior to covering of the framework for any floor, wall, roof or other building element. (In the case of brick veneer, this is best completed when brick work is partially completed so as to allow for inspection of the masonry work)
4. Prior to covering waterproofing in any wet areas.
5. After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

### **Plumbing**

1. When internal sanitary drainage has been placed and before the vapour barrier has been installed.
2. Prior to the covering of any external sanitary drainage installations.
3. Prior to the infill of any OSMS system including any absorption trench systems and the like.
4. Prior to covering any internal and external pressure plumbing system. This includes both town water and water tank supplied systems. In the case of water storage tanks, these will also be inspected at this time.
5. Prior to covering any stormwater drainage connections.

## Engineering Issues

Council's Engineering Department would like to take the opportunity to remind tradesmen and builders of the following few matters:

### COUNCIL SEWER MAIN BLOCKAGE

Council advises all tradesmen working on sewer lines, that if a sewer block does occur, to check the inspection opening at the boundary riser first to ascertain if it is wet or dry. If it is wet, please contact Council's Emergency Response number on 0419 275 991.

### WORKS WITHIN ROAD RESERVE

It has come to Council's attention that there appears to be a lack of clarity as to how the 'Road Reserve' is being used in front of businesses in Young.

Council appreciates that some businesses are starting to provide maintenance or upgrade to the front of their shops to improve the streetscape and appeal. However, in order to ensure that this type of work is undertaken with approval when the footpath is used, a 'Fact' sheet has been produced to provide some guidelines on when Council approval is required.

Without the approval of Council a person must not:

- erect a structure or carry out work in, on or over a public road, or
- dig up or disturb the surface of a public road, or
- remove or interfere with a structure, work or tree on a public road, or
- pump water into a public road from any land adjoining the road.

The public road reserve includes grass or concrete footpath areas. Generally it is that area between front fences on opposite sides of the road or between building frontages on opposite sides of the road in the CBD.

Typical works include driveway construction, erection of scaffolding for shop front maintenance and under road boring.

**Additional information on any or all of these matters, can be obtained by contacting Council's Engineering Department on (02) 6380 1215.**

## Exempt and Complying

Remember to keep an eye on the Exempt and Complying SEPP 2008 for changes. They happen all too often. You also need to ensure the work is Exempt. There have been cases of works that are structural being undertaken as Exempt. Whenever the configuration of a space is changed it immediately requires a Development Application. A checklist is available at <http://www.planning.nsw.gov.au/LinkClick.aspx?fileticket=YmguXBS4GJl%3D&tabid=104>



# REMINDERS

- **Final Occupation Certificates (FOC)**  
We have noted that the solicitors have begun checking whether there is a FOC on file before proceeding with sales. This has evolved since a few disputes have occurred over FOC's not having been completed.
- **Development Auditing**  
Now that things are beginning to settle down from the major back audit of unresolved Development Applications we can now conduct regular back audits. Council will be doing annual auditing of it's DA register of unresolved DA's that are three years old on an annual basis. Please ensure that your Occupation Certificates are in place and that you complete your Development Applications.
- **Compliance Certificates**  
Remember that as of the 1st of October 2012, all plumbing work must have a Compliance Certificate issued or the work is not legal. The Plumbing and Drainage Regulation imposes fines of \$1,100.00 for failure to submit a Compliance Certificate.
- **Heritage**  
Remember that even if a building is not on the local heritage register that does not mean that it is not of significance. Also most of the CBD of Young is in a heritage conservation area so you are advised when planning work to check the heritage status and how you need to comply.

## PLUMBING COMPLIANCE CERTIFICATES

These are available over Councils service counter at the Town Hall.

As was discussed at our tool box meeting the Certificates are in triplicate so that you can meet your responsibilities to the Plumbing and Drainage Act.

Please ensure that the white copy goes to the owner/contractor, the pink for your records and yellow to Council.

Purchase price for the Certificate book and Drainage Diagram templates are as follows.

**Certificate Book - \$11.00**

**Drainage Diagram Book - \$ 5.00**

Be sure to make arrangements for these as Council will require Certificates to be submitted as of the 1<sup>st</sup> October 2012.

## CONTACTING COUNCIL

Council offices are part of the Town Hall complex and the Planning and Environment Staff are available for consultation between 9am and 11am daily at the counter. If you need to talk with someone outside of these hours could you please make an appointment to see the person you need to speak with.

Appointments can be made by calling the department you require on the appropriate number.

Planning and Environment	6380 1203
Operations	6380 1215
Administration	6380 1200
Fax	6380 1299

OR

Email us at: [mail@young.com.au](mailto:mail@young.com.au)

## Council's Development and Building Team

Craig Filmer	Director Planning and Environment
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### Administration

Lynne Michael	Technical Assistant
Ann McClelland	Technical Assistant

### Planning

Laura Schweiger	Manager Planner
Ellie Caldwell	Development Control Planner
Kerry Callaghan	Strategic Planner

### Building

Kim Talbert	Senior Building Surveyor
Brian Tredinnick	District Building Surveyor

## Septic Systems

We have been receiving applications for On-site Sewage Management Systems (OSMS) that have no supporting documentation.

Your application requires the following detail

- Site Plan
- Design of System
- Health Dept. Certificate
- Trench design including profile
- There must be a reserve absorption field nominated

Council does have a policy for OSMS. You need to consider all matters that are addressed by the policy when designing OSMS.

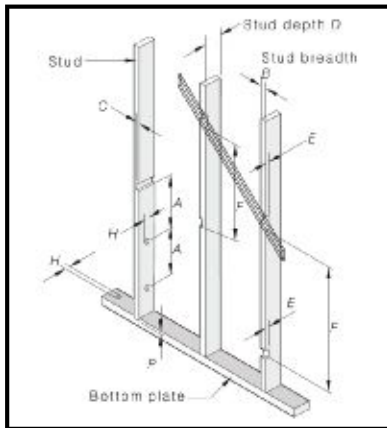
Council will not accept applications that do not have these documents attached. It should also be noted that it is an offence to install change or modify an OSMS without consent under Section 68 of the Local Government Act 1993.



# Timber framing

Over the course of framing inspections there are a few matters that have come to Council's attention that need further consideration in relation to framing and also trusses. These matters are as follows;

- Bracing plans and truss kit plans - These are mandatory at inspection. If these are not on-site when the Building Surveyor is in attendance to do the inspection the inspection cannot go ahead. This will incur the cost of an extra inspection against the job. If a set of these plans has been delivered to Council prior to the inspection then Councils Surveyor will bring them to the appointment, otherwise the builder needs to hand a copy to the inspector on arrival at the site.
- 'L' Brackets - As is set out in AS4440-2004 Installation of nail plated timber roof trusses, section 2.2.3 Fixing to top plates of non-load bearing walls, these fixtures are to be nailed at the top of the slotted bracket and the nails are not to be driven home. We have seen many examples of where they are not installed correctly and also inconsistently over the project. Council will not accept this in the future.
- Notching and Trenching - Allowable notching and trenching in timber frames is set out in AS 1684.2 (Residential Timber Framed Construction—Non Cyclonic Areas). Section 6.2.1.4 sets out where and to what depth any notching, trenching or holes in studs may occur. Table 6.1 explains:



**TABLE 6.1**  
**HOLES AND NOTCHES IN STUDS AND PLATES**

Symbol	Description	Limits	
		Notched	Not notched
A	Distance between holes and/or notches in stud breadth	Min. 3D	Min. 3D
H	Hole diameter (studs and plates)	Max. 25 mm (wide face only)	Max. 25 mm (wide face only)
C	Notch into stud breadth	Max. 10 mm	Max. 10 mm
E	Notch into stud depth	Max. 20 mm (for diagonal cut in bracing only) (see Notes 1 and 2)	Not permitted (see Note 1)
F	Distance between notches in stud depth	Min. 12B	N/A
P	Trenches in plates	3 mm max.	

The most notable issue that we have is the installation of vent pipes in stud walls. More often than not these have been poorly placed and the plumber then alters or cuts a hole in a stud to fit the vent pipe in the wall. This is completely unacceptable and will no longer be passed. If you want the vent pipe inside a wall ensure that it is placed correctly so as not to require such modification of the frame. You should also note that the Timber Framing Code does not differentiate between load bearing and non-load bearing stud walls.

## HERITAGE

Just a reminder that Young Shire Council offers a free heritage advisory service for works on heritage buildings. If you would like to talk with Ray our Heritage Adviser please call the Planning Department of Council to make an appointment.

Remember that even if a building is not on the local heritage register that does not mean that it is not of significance. Also most of the CBD of Young is in a heritage conservation area so you are advised when planning work to check the heritage status.

