

APPENDIX 1 – Alterations & Additions to Existing Property

Building & Construction Works Policy Alterations and Additions to Existing Property



Alterations and additions include, but not limited to, all minor works such as renovations, external and internal re-painting, floor sanding, carpet replacement, tiling, installation of new cabinetry, plumbing fixture replacements, re-roofing, soft and hard landscaping, etc.

1. Applicant Details

Applicant Name		Property Name	
Applicant Phone Number		Property Lot / Plan Number	
Applicant Email Address		Property Street Address	

2. Description of Works

Scope of Works			
Dates for Construction	Start date:	Finish date:	

3. HIE Design Review Committee Approval

Do the works being completed require Design Review Committee approval, as per the *HIE Building & Siting Guidelines Revision H?*

Yes	<input type="checkbox"/>	Concept approval letter must be provided with this application.
No	<input type="checkbox"/>	By ticking this box, I hereby confirm that no HIE Design Review Committee approvals are required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

4. Relevant Approvals

Do the works being completed require Whitsunday Regional Council approval as per the *Planning Act 2016* and the *Plumbing and Drainage Act 2018* and building certification as per the *Building Act 2001*?

Yes	<input type="checkbox"/>	Relevant approvals must be obtained and provided with this application.
No	<input type="checkbox"/>	By ticking this box, I hereby confirm that no relevant approvals are required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

5. Principal Contractor Details

Please provide the details of the principal contractor who will be undertaking the works:

Company/Contact Name	
Email Address	
Phone Number	

6. Property Owner Consent and Body Corporate Consent

The following consents to the work must be obtained prior to submitting this form to HIE:

Property Owner

Full Name	
Email Address	
Signature	

Body Corporate Manager (if applicable)

Full Name	
Email Address	
Signature	

7. HIE Approval (To be completed by HIE)

Full Name	
Signature	

NOTE: HIE approval for the works is subject to all conditions listed in the HIE building & Construction Works Policy.