



# MULLUM CREEK

DESIGN . ENVIRONMENT . DONVALE

## Step 3 – Construction Documentation Checklist

### Information required for application

It is a requirement (R2) of the MCDG that Step 3 Design Approval MUST be obtained from the DRC **before** a *building permit* is issued.

Whilst we appreciate that preparation of construction documentation may need to proceed before a *planning permit* is granted, the DRC can only commence its review of construction documentation once a planning permit is in place.

To facilitate efficient progress through the DRC Step 3 process, please:

1. Ensure that your architectural and engineering drawings, schedules and specifications are marked **CONSTRUCTION ISSUE**, and are consistent, particularly with regards to materials and finishes to be used.
2. Send all architectural and engineering documentation to your nominated building surveyor and request that he/she confirm that no changes to documentation will be required before a building permit can be issued.
3. Send all architectural and engineering documentation to *Comfort Zone Energy Ratings* (contact Alex Rentsch on 0417 159 833 and at <mailto:alex.rentsch@bigpond.com>) and request a confirmation that your design AS DOCUMENTED will deliver a minimum 7.5 Star energy rating.

See the bottom of page 2 of this checklist for more detailed information regarding particular material specifications that must be thoroughly and consistently addressed in both architectural and engineering documentation.

The DRC is mindful that making multiple amendments to drawings and specifications is arduous and expensive. So please prepare for Step 3 by following the steps as outlined above. We hope that, by suggesting that both the building surveyor and Floyd Energy be involved whilst you are finalising your construction documentation, amendments necessary to address DRC items of concern will be minimised.

#### Documentation to be submitted:

Please ensure that the information listed below is provided with your application for Step 3 Construction Documentation Review. The DRC may request a meeting to review the application if it believes your documentation will benefit from an informal discussion/consultation.

- Manningham Council Planning Permit.
- All architectural and engineering drawings and written specifications prepared for permit applications, tendering and construction of building and landscape works, and with items of concern as identified by your nominated building surveyor addressed.
- These documents must be submitted with letters confirming pre-approval from *Comfort Zone Energy Ratings* (confirming a minimum 7.5 star energy rating) and your nominated building surveyor.
- A declaration documenting any and all changes to the location, external dimensions or materials of proposed constructed (building or landscape) works made further to Step 2 developed design approval.
- Documentation confirming that all items marked '*provisionally satisfied*' or '*pending review*' in the Step 2 Developed Design Report have been resolved to satisfy the Mullum Creek Design Guidelines (MCDG).
- Waste Management Plan. See **Site and Waste Management Guide** on the Mullum Creek website.

Please note:

1. Alterations to the building design occurring as a result of securing a planning permit may trigger a repeat Step 2 review by the DRC. Any resultant costs incurred by this office or its subcontractors (such as the energy assessor) must be borne by the land owner.
2. Documentation to address the protection of existing trees during construction must be prepared by your building contractor and submitted to the DRC for review before work on site commences.

**The complete documentation set used for the construction of your home must be the same set as that which has been stamped with:**

- **Certificate energy rating from *Comfort Zone Energy Ratings*.**
- **Step 3 construction documentation approval from Mullum Creek.**
- **Permit from your building surveyor.**

Submit the application electronically (in collated PDF files) to [applications@mullumcreek.com.au](mailto:applications@mullumcreek.com.au) (A3 paper size for drawings, and A4 paper size for written documents)

Please address all enquiries to: MAXA DESIGN  
For Mullum Creek DRC

phone: 03 9013 0449  
email: [info@mullumcreek.com.au](mailto:info@mullumcreek.com.au)

## CONSTRUCTION DOCUMENTATION REVIEW CHECKLIST

Please include the sets of information flagged below in the construction documentation, where they will be most readily found by the DRC and (more importantly) the relevant sub-contractors and tradespeople to price and work off.

So for example, notes on concrete and formwork for on-ground slabs are best placed on engineering drawings detailing slab construction. Framing timbers are best scheduled on engineering drawings detailing framework. External cladding timbers are best noted on elevations and/or in written carpentry specifications. And services and appliances are best listed on drawing schedules or in written specifications (*plumber* or *electrician*).

ITEM	CHECK	INFORMATION TO BE INCLUDED ON DRAWINGS AND SCHEDULES
<b>CONCRETE</b>		Notes on the ingredients proposed in wet mix concrete for various applications, satisfying Requirement R28 of the MCDG must be added to <b>architectural and engineering</b> drawings and all specifications. Provide detail on proposed binders (including proportions of Portland cement and SCM <sup>1</sup> ) and coarse aggregate (virgin, recycled) to be used in:
	<input type="checkbox"/>	Substructure (e.g. bored and backhoe piers, blinding concrete, strip and pad footings)
	<input type="checkbox"/>	On ground floor slabs (e.g. integral slab footings, waffle pod slabs, flat plate slabs)
	<input type="checkbox"/>	Suspended floor slabs, including columns and beams
	<input type="checkbox"/>	Surface toppings and screeds
	<input type="checkbox"/>	Retaining walls (for building and landscape works)
	<input type="checkbox"/>	Swimming pools
	<input type="checkbox"/>	Driveways and paths
<b>TIMBER PRODUCTS</b>		Notes on timber products proposed for various applications, satisfying Requirement R30 of the MCDG, and guided by the Approved Timber Products List <a href="http://mullumcreek.com.au/app/uploads/Timber-Products-Guide.pdf">http://mullumcreek.com.au/app/uploads/Timber-Products-Guide.pdf</a> .
	<input type="checkbox"/>	Concrete formwork (frame and shuttering)
	<input type="checkbox"/>	Framing (for floors, walls, roofs, ceilings, decks, verandahs, pergolas, etc.)
	<input type="checkbox"/>	External doors and windows
	<input type="checkbox"/>	External wall cladding
	<input type="checkbox"/>	Other external timbers (decking, eaves linings, fascias, etc.)
	<input type="checkbox"/>	Internal surface timbers (flooring, wall and ceiling linings)
	<input type="checkbox"/>	Joinery (internal doors, reveals, architraves and skirtings, staircases, benches, cupboards and shelves)
	<input type="checkbox"/>	Landscape timbers (fence posts, rails, screens, retaining walls)
<b>HEALTHY MATERIALS</b>		Notes on bulk insulation products and paints proposed, satisfying Requirement R32 and R33 of the MCDG.
	<input type="checkbox"/>	Thermal/acoustic bulk insulation for walls, ceilings and roofs
	<input type="checkbox"/>	Paints (sealers, oils stains and pigmented finishes)
<b>ENERGY AND WATER</b>		Notes on photovoltaic arrays and water tanks, satisfying Requirements R35, R38 and R40 of the MCDG.
	<input type="checkbox"/>	Detailed documentation confirming installation of photovoltaic array rated with a minimum 4.0kW generating capacity
	<input type="checkbox"/>	Notes in the plumbing specifications confirming provision of interconnected water tanks with a min. total capacity of 20,000 litres
	<input type="checkbox"/>	Notes confirming connection of water tanks to laundry trough, toilets, swimming pools and garden taps
<b>SERVICES AND APPLIANCES</b>		Notes on services and appliances to be installed, satisfying Requirement R42 of the MCDG.
	<input type="checkbox"/>	hot water services (gas & electric)
	<input type="checkbox"/>	space heaters and coolers
	<input type="checkbox"/>	dishwashers
	<input type="checkbox"/>	toilet suites
	<input type="checkbox"/>	taps and showerheads

All concrete must be specified as containing minimum 30% supplementary cementitious material (SCM).

Ensure that your architectural and engineering documents make no reference to kiln dried hardwood (KDHW), unless it is either recycled from a prior construction use (with appropriate chain of custody certification) or harvested with FSC certification from Australian (AU) or New Zealand (NZ) forestry. All structural framing timbers must be specified as simple sawn section Radiata Pine harvested from plantation forestry in AU or NZ, or as engineered product (e.g. LVL or gangnail trusses) manufactured exclusively from Radiata or Maritime Pine again harvested from plantation forestry in AU or NZ.

<sup>1</sup> Supplementary cementitious material (SCM) includes fly ash and slag.