



BUILD OVER ASSET (BOA) REFERRAL GUIDELINES

**Information For Assessment Managers
(Private Building Certifiers &
RPEQ Engineers)**

July 2024

Table of Contents

1. Definitions.....	2
2. Introduction.....	3
3. When is a BOA Referral submission required?	3
4. Who is the Assessment Manager?.....	4
5. BOA Referral Process diagram with Urban Utilities.....	5
6. Preparing to lodge an application.....	6
7. Lodging a BOA application.....	8
8. BOA Referral Confirmation Stage	8
9. Referral Assessment Stage	9
Assessment Criteria	9
10. Post-assessment stage.....	10
11. Post-construction stage.....	10

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We welcome feedback on these guidelines.

Send your comments to: DevelopmentEnquiries@urbanutilities.com.au

1. Definitions

The following definitions are provided to assist the reader of any Urban Utilities' documentation, forms or alternative solution technical drawings on the meaning of the various terms and items referred to.

mAHD	Australian Height Datum
BOA (Build Over Asset)	Terminology used by Urban Utilities for any building or construction works being undertaken near or over its infrastructure.
Finished floor level (FFL)	Top surface of the finished structural floor from which minimum ceiling height is measured.
Finished ground level (FGL)	Level of the ground at the completion of all construction and landscaping.
Maintenance structure	Chamber through which a person, machine or device may gain access to the relevant infrastructure for the purpose of inspecting, maintaining or replacing.
Maintenance structure cover	Lid or access cover located at or below ground level, through which a person, machine or device may gain access to the relevant infrastructure, for the purpose of inspecting, maintaining or replacing.
Manhole	See Maintenance Structure.
MP1.4	Mandatory section of the Queensland Development Code (QDC) pertaining to building over or near relevant infrastructure.
Operational Works	Work (other than building work or plumbing or drainage work) in, on, over or under premises that materially affects premises or the use of premises. Refer to the <i>Planning Act 2016</i>
RPEQ	Registered Professional Engineer Queensland accredited under the Professional Engineers Act 2002.
Self-assessable building work	Refer to the <i>Building Act 1975, Section 21(3)</i> .
Sewer connection point	The upstream end of a sewer property connection where the private house drainage connects to the sewer property connection.
Sewer property connection	All sewerage infrastructure pipes and fittings between the junction of the sewer main and a property service, up to and including the connection point.
Sewer service junction	The downstream end of a sewer property connection where sewer property connection connects to the sewer main.
Small diameter sewer	Sewer pipe with DN less than 300mm.

2. Introduction

This guideline sets out Urban Utilities' processes, requirements, and expectations for all Build Over Asset (BOA) Referral submissions to enable each application to be processed in a timely manner. To save time and avoid the need for an Action Notice and/or Information Request to be issued, ensure your application is complete and accurate, first time round.

The following information is provided to outline the Referral assessment process, which is followed by Urban Utilities, reflects that which is stated within the Planning Act 2016, section 68 and the Development Assessment Rules.

The submission and payment of all BOA Referrals is undertaken by the Referral Applicant via the Development Services Portal on our website.

3. When is a BOA Referral submission required?

In accordance with the *Planning Regulation 2017*¹, a Referral submission is required for assessable building works² which is triggered by the *Queensland Development Code (QDC) Mandatory Part 1.4 (MP1.4) – Building over or near relevant infrastructure* where;

- The building works do not comply with the acceptable solutions provided in MP1.4, or
- There are no acceptable solutions provided in MP1.4 (i.e. for class 2-9 buildings or installation of ground anchors).

From an Urban Utilities perspective, relevant infrastructure includes all of the following located within Urban Utilities' service area;

- Sewerage infrastructure (i.e. gravity sewers, sewer pressure mains and recycled water infrastructure),
- Water infrastructure (i.e. potable water reticulation and trunk mains).

Additionally, any building works encroaching on or over a registered easement will require approval. Under the *Building Act 1975 – Section 65*, an assessment manager must not approve the application for any works unless each of the registered holder of the easement/s has consented to the works.

Note -

- For more information regarding building on or over a registered easement, refer to Urban Utilities' website at <https://www.urbanutilities.com.au/development/our-services/build-over-or-near-pipes-or-easements>.

¹ *Planning Regulation 2017 – Schedule 9 – Part 3 – Division 3 - Table 7*

² *Building works as defined by the Building Regulation 2021*

- Stormwater and roof-water infrastructure is not owned or maintained by Urban Utilities, and any advice or approvals required for building works near or over stormwater and roof-water infrastructure will need to be obtained from the relevant Local Government for the area.

4. Who is the Assessment Manager?

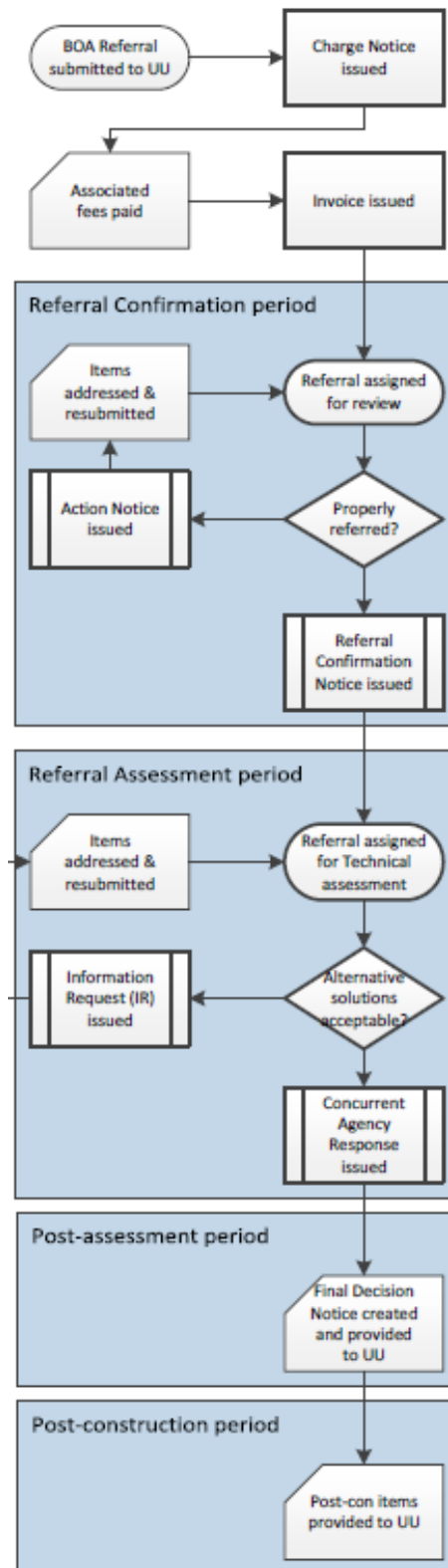
All BOA Referral applications submitted to Urban Utilities need to clearly identify the Assessment Manager (i.e. the individual) who is responsible for the works.

For building works defined as **assessable building works**, Urban Utilities will only accept a **Private Building Certifier** as the Assessment Manager.

For works which are deemed to be **operational works**, Urban Utilities will accept an **RPEQ Engineer** as the Assessment Manager.

5. BOA Referral Process diagram with Urban Utilities

This diagram represents the process for the BOA Referral Process with Urban Utilities.



6. Preparing to lodge an application

All BOA Referrals submitted to Urban Utilities are to be lodged via our online Developer Services Portal (the Portal) at <https://www.urbanutilities.com.au/development/developer-services-portal>.

Having the following information and documents ready to upload, will speed up the process of lodgement for you. **(Hint: these are the things we will be checking. If they're not there, or correct, your application will be held up until you provide this information, accurately.)**

The following checklists will help you ensure you upload and include everything, first time round, at the Referral Confirmation period stage.

You need to know ALL OF THIS INFORMATION before lodging your application:

You will need to know and complete these relevant fields in the Portal	
Name of the Assessment Manager (i.e. Private Building Certifier or RPEQ) and all relevant details	
Know all Urban Utilities infrastructure affected by the building or operational works.(i.e. water, sewer or easement)	
Know all Building or Operational Works to be Assessed as part of this referral.	
Know the status of the Building or Operational Works to be Assessed as part of this referral.	
Know the Property Address (street address) of the building site.	
Know the Real Property Descriptions associated with the building site.	
Know if there are Associated Infrastructure Works for the site, and if so, include the applicable application reference number/s.	

You must have **ALL OF THE FOLLOWING DOCUMENTS** ready to upload before lodging your application:

Item number	Ready to upload	Documents required for uploading
1		For assessable building works, if the applicant is not a Private Building Certifier, then the either of the following must be submitted, <ul style="list-style-type: none">• Form 18 – <i>Notice to the owner (where owner is not the client) that a private certifier has been engaged, or</i>• Form 56 – <i>Notice to the local government that a private certifier has been engaged.</i> NOTE: not required for Operational Works submissions
2		For assessable building works, a completed Referral Confirmation has been submitted. NOTE: not required for Operational Works submissions

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3	<p>Architectural plans associated with the building works which include:</p> <ul style="list-style-type: none"> • a site plan showing: <ul style="list-style-type: none"> – the location of the Urban Utilities infrastructure located within or adjacent to the site (including all maintenance structures and all property connections on the site) correctly represented spatially, in relation to the allotment boundaries and proposed building works. – the offset of all buildings and/or structures from allotment boundaries. – details of any cut/fill to be undertaken on-site to be shown in Australian Height Datum (AHD). – existing and proposed surface levels to be shown in Australian Height Datum (AHD). – locations/heights of any proposed retaining walls. – that suitable access will be provided and maintained to any sewer maintenance covers located within the site – all easements located within or adjacent to the site • building elevations which include FFLs and GLs shown in mAHD. <p><i>Note: pools or retaining walls do not require architectural plans, but as a minimum, a site plan will need to be submitted.</i></p>
4	<p>RPEQ certified structural drawings (or Form 15) associated with the building works which demonstrate the proposed alternative solution, which include:</p> <ul style="list-style-type: none"> • footings layout plan showing: <ul style="list-style-type: none"> – the accurate location of the Urban Utilities infrastructure (including all water and sewerage infrastructure located within or adjacent to the site) correctly represented spatially in relation to the footings. – details of all footings, driven or hammered piles/piers and rock/ground anchors. – dimensions of horizontal clearances between footings/piers and the infrastructure. • sections that show or demonstrate: <ul style="list-style-type: none"> – the accurate location of the infrastructure in relation to slabs, beams/bridging beams, or piers/pad footings. – the dimensions of horizontal and vertical clearances between slabs/beams/piers/pad footings and the infrastructure. – a long section that demonstrates the vertical clearances which will be achieved. – the structure will have no load bearing on infrastructure. – the structure will be self-sustaining if Urban Utilities has to excavate the infrastructure for maintenance or repair. – suitable access will be provided and maintained to the junction of any sewer property connections located within the site. • drawing submitted must: <ul style="list-style-type: none"> – include a Title Block which identifies the property, the author of the drawings, the job number, and the current drawing and revision numbers. Drawings which do not include this information are not acceptable. – be site specific. Generic or standard drawings are not acceptable.

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5		<p>Note: this is not a mandatory document but if available, please submit with application</p> <p>A Pipe Location Report associated with the building works which includes:</p> <ul style="list-style-type: none"> a site plan which shows: <ul style="list-style-type: none"> the location of the infrastructure within the site, the dimensions to the infrastructure from property boundaries. the RL at the top of the sewer main in AHD at each of the retaining wall locations. <p>Note: pipe located reports which only include general photos of infrastructure located will not be accepted.</p>
6 6a 6b 6c		<p>Easement documentation has been provided.</p> <ul style="list-style-type: none"> Current Title Search (obtained within the last 6 months) Registered Survey Plan Easement Dealings <p><i>Note – only required for BO easement referrals.</i></p>
7		<p>Written consent from easement owner has been provided. <i>Note – only required when proposed building works encroaching on or over the easement which is not owned by Urban Utilities.</i></p>
8		<p>Photos of all sewer maintenance covers located within the site are uploaded.</p>

7. Lodging a BOA application

The [Build Over Asset \(BOA\) Quick Reference Guide](#) will walk you through the online lodgement process.

As the previous diagram shows, once you have lodged your application, you will be required to pay the fee identified in the Charge Notice. Once this fee is received, an invoice will be available in the Portal, and the application will progress to the Referral Confirmation period stage.

8. BOA Referral Confirmation Stage

Please note, the Portal will refer to this Referral Confirmation stage as Check for Completeness.

The Check for Completeness stage is used to review the information you provided to ensure the application details are correct, and that all documentation provided is sufficient and contains details for the application to be assessed.

To ensure your application can be considered '**properly referred**' as quickly as possible, and move through to the Assessment stage, *submit your application only when all information and documents have been uploaded.*

If any required information is not provided, an Action Notice will be issued. We will not commence assessing an application until all requirements for lodgement have been met and it is deemed 'properly referred'.

Once Urban Utilities is satisfied that the application details are correct, and that all documentation provided is sufficient, the application is deemed to be a **properly referred**

application and a Confirmation Notice will be issued. The application will progress to the Assessment stage.

9. Referral Assessment Stage

During the Assessment stage, the submitted plans and drawings are assessed to determine if the proposed building works will comply with assessment criteria specified below.

Assessment Criteria

For a BOA Referral submission, Urban Utilities will assess the submitted plans and drawings against the criteria specified in MP1.4 to ensure that the building works associated with a building or structure is carried out to ensure that;

1. the works does not;
 - a. adversely affect the operation of Urban Utilities' infrastructure; or
 - b. place a load on Urban Utilities' infrastructure that could adversely affect its structural integrity; and
2. the integrity of the building or structures is unlikely to be affected as a result of Urban Utilities' infrastructure;
 - a. being maintained or replaced; or
 - b. failing to function properly; and
3. when completed, the works allows for;
 - a. any gas that builds up in Urban Utilities' infrastructure to escape in a way that ensures persons in close proximity to a maintenance cover for the infrastructure are not harmed by the gas; and
 - b. that suitable access to be maintained to Urban Utilities' infrastructure required for inspecting, maintaining or replacing the infrastructure.

Note that the acceptable minimum clearance and access requirements used by Urban Utilities during this stage have been documented within [Urban Utilities' Asset Protection Standards](https://www.urbanutilities.com.au/development/help-and-advice/standards-and-guidelines) which can be accessed on our website (<https://www.urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>).

Once Urban Utilities are satisfied that the building works comply with the above assessment criteria and that the minimum clearance and access requirements will be met, a BOA Referral Response (with specific BOA Conditions for the application) will be issued as per the Development Assessment Rules.

In addition to the BOA Conditions, the BOA Referral Response may also include **Post-referral Conditions** and/or **Post-construction Conditions**.

10. Post-assessment stage

The Post-assessment stage is used to identify applications which have outstanding items yet to be submitted. Items which would typically be requested at this stage could include,

- A copy of the Final Decision Notice
- Post-construction pipe location report
- Post-construction CCTV report and video
- Post-construction photos of water meters, surface IOs, removable section, or sewer maintenance covers.

Once these items have been received and accepted by Urban Utilities, the application is then completed.

11. Post-construction stage

This stage requires the applicants to provide Urban Utilities with post-construction items.