



**Government  
of South Australia**

Department of Planning,  
Transport and Infrastructure



**CITY OF  
MITCHAM**

***Development Regulations 2008***  
**Regulation 74 – Supervisor’s checklist**  
**Handling / installation / inspection of roof framing**

**General information**

1. In accordance with Regulation 74, at least one (1) business day’s notice must be given to the council of the intended completion of all roof framing forming part of the building work and (including top and bottom chord restraints, bracing and tie-downs).
2. The completed roof framing must not be concealed until after the expiration of two (2) clear business days after the notice of completion of roof framing has been received by the council.
3. The applicable checklist must be completed by a registered building work supervisor who has inspected the work and must be provided to the council when giving notice of the completion of roof framing.

**Note:**

The above processes do not apply to a Class 10 building if it is not attached to any part of the roof framing of a building of another class.



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Regulation 74 – Supervisor’s checklist**

**Part 5 – Class 10 structure attached to any part of the roof framing of a building: erection,  
fixing and bracing**

Site address: \_\_\_\_\_

Development Application number: \_\_\_\_\_

**Relevant authority**

City of Mitcham

Email: [development@mitchamcouncil.sa.gov.au](mailto:development@mitchamcouncil.sa.gov.au)

Phone: 8372 8888

**Person completing this checklist**

Name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Phone: \_\_\_\_\_

Training certificate number: \_\_\_\_\_

The following items have been checked and comply with the approved documents:

ITEM	Site Work	Checked
1	Where there are existing roof trusses – the nailplates are not separating or have not separated from the timber	
2	Existing tie-downs and connections are in place and in good condition	
3	Where the Class 10 structure is to be attached at or near an existing hip end, existing jack rafters and jack trusses are not separating from hip rafter or top chord of hip truss	
4	Details are provided of any new strengthening, tie-down, connection or rectification work	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_