

Purpose

The Guideline and Checklist is to assist Private Certifiers, Building Designers and other members of the community to lodge a 'Well Made' development application for the more common or domestic types of development proposals such as, new houses or building extensions requiring approval under the planning scheme. The principles can also be applied to other forms of development requiring approval under the planning scheme. Please ensure the "Well Made Development Application Checklist" accompanies your application when lodged with Council.

A "Well Made" application is an application that is not only "Properly Made" pursuant to Section 260 of the *Sustainable Planning Act 2009* (SPA) but also contains additional information of an appropriate standard to assist with the assessment process.

"Well Made" applications are not mandatory but desirable and encouraged by legislation. Applications which are "Well Made" will reduce assessment timeframes saving time and money for you, your client and Council.

Council has established a Fast Track approval process for applications which are "Well Made".

What is a Fast Track Approval Process?

The Fast Track approval process has been designed to quickly and efficiently assess and decide "Well Made" development applications of a minor and / or domestic nature on relatively unconstrained land. Applications of this nature will qualify as a Fast Track application.

Staff resources have been specifically allocated to the Fast Track approval process with the aim to have these applications assessed and decided within 10 business days. It is preferred that Fast Track applications are lodged electronically through Council's Online Self Service. Electronic lodgement gets your application in front of the planners faster. Visit the Council's website at <https://eservices.cairns.qld.gov.au/eservice/start.do> to learn more.

Make your application a Fast Track application!



What constitutes a Well Made Development application?

A “Well Made” application is an application that provides all the information necessary for Council officers to undertake a proper assessment, including:

- Mandatory information under SPA such as the correct IDAS forms, prescribed fee and land owners consent (where required);
- Mandatory information specified within the applicable IDAS forms. Note that this is mandatory information and therefore required in order for the application to be considered “Properly Made” under SPA;
- A completed IDAS Checklist (when applicable);
- An assessment report which provides a relevant assessment of the proposal and the application’s compliance against all applicable codes. For compliance with certain elements of the codes, it will be necessary to illustrate on supporting plans. A statement advising that it complies or has an ability to comply is not sufficient; and
- Supporting technical studies where required. The need to supply technical studies is dependent upon the type, scale and constraints that apply to the proposed development and the ability to demonstrate how the proposal satisfies the requirements of the planning scheme.

In order to make a “Well Made” application, it is important to understand what type of planning approval is required and therefore what IDAS forms must be submitted as part of the application process.

Material Change of Use V’s Building Work Assessable against Planning Scheme

A Material Change of Use (MCU) application is required for the commencement of a new land use or an increase in the intensity and scale of an existing land use.

Building Work assessable against the Planning Scheme is where building works are being undertaken to an existing land use which does not increase the intensity and scale of that land use and the site is subject to an applicable overlay.

Examples

Material Change of Use

New house to be built on a vacant residential lot i.e vacant land to residential dwelling, commencement of a new land use;

Or,

Constructing an extension to an existing Warehouse i.e increasing intensity and scale of existing development.

Building Work Assessable against the Planning Scheme.

Constructing a deck and additional bedroom to an existing house to which the Cultural Heritage Overlay applies;

Or,

Constructing an additional bedroom and ensuite to an existing house to which the Hillslopes and Vegetation Conservation / Waterway Significance Overlay applies.

Building Work

Constructing a roof over an existing deck at the rear of the house and erecting a 3 x 3 metre garden shed in the back corner of the property to which the Cultural Heritage Overlay applies i.e constitutes Minor Building Work and the garden shed is located in accordance with the definition of Minor Building Work in a Character Precinct.

IDAS Forms

Having established the type of planning approval required, the following IDAS forms & Checklists are required:

Material Change of Use
IDAS form 1 – Application Details
IDAS Form 5 – Material Change of Use assessable against a planning scheme
IDAS Checklists 1 & 2

Building Work assessable against the planning scheme
IDAS form 1 – Application Details
IDAS Form 6 – Building or operational work assessable against a planning scheme
IDAS Checklists 1

Note –The IDAS Checklist/s are not mandatory to lodge with the application. It is recommended that the IDAS Checklist forms are completed as it assists with identifying what other IDAS forms you may need to complete as part of your application and whether you need to give a copy of your application to any referral agencies.

For a list of all IDAS forms, refer to the Queensland Government Department of Infrastructure, Local Government and Planning website

Link: <http://www.statedevelopment.qld.gov.au/resources-ilgp/forms-templates-checklists/spa-idas-forms.html>

What if my proposal does not comply with building setbacks?

The planning scheme nominates building setbacks for all land uses with the exception of dwellings and ancillary buildings. Building setbacks for dwellings and ancillary buildings must be in accordance with the setback provisions of the Queensland Development Code (QDC) unless otherwise approved by Council.

Should the development require planning approval (MCU or Building Work assessable against the Planning Scheme) and the setbacks do not comply with the QDC, then a request for an alternative siting can form part of the planning application and will be considered as part of the overall assessment. The assessment report accompanying the application must clearly nominate that an alternative siting request is being made and address the relevant performance criteria of the QDC to the extent relevant to the proposal.

Where an application is required under the planning scheme, no additional forms or fees apply to the request for the alternative siting. Where no application is required under the planning scheme, the request for alternative siting is made directly to Building Services.

The forms for an alternative siting request can be found on Cairns Regional Council website at:

Link: www.cairns.qld.gov.au/building-planning-and-infrastructure/building

Administration & Fees

Development applications lodged with Council either posted or over the counter must include:

- For code assessable development, one (1) complete copy of the development application.
- For impact assessable development, two (2) complete copies of the development application.
- For all applications, an unlocked CD containing all plans and supporting information as individual PDF documents.
- The prescribed [fees and charges](#)

Need Further Information?

Contact Customer Service on 40443044 or

Via email townplanner@cairns.qld.gov.au .

Visit the Customer Service Centres at

119 Spence Street Cairns or

64-66 Front Street Mossman



Well Made Development Application Checklist



Please complete the checklist to determine if your application is not only “Properly Made” but “Well Made” and submit with your application. Development applications which are “Well Made” will be placed on the fast track approval process.

PROPERLY MADE		
Information Required	Please Select	Officer Comments (CRC Office Use Only)
The application being made is on the approved forms and accompanied by the prescribed fee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Landowners written consent or a declaration by the applicant that the owner has given written consent to the making of the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The application containing the mandatory information that must support the application as nominated on the approved form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

WELL MADE**The application contains adequate plans to assess the proposal**

Information Required	Please Select	Officer Comments (CRC Office Use Only)
<p>1.0</p> <p>Mandatory plans as required by the approved forms as detailed in Item 6 on IDAS Form 5.</p> <p>When completing IDAS Form 6 for Building work assessable against the planning scheme, it is noted that the mandatory information being requested in Item 3 relates to operational works. Refer to Item 6 on IDAS Form 5 for guidance to the level of information required.</p> <p>Plans must identify existing watercourses, including seasonal watercourses / gullies and building setbacks from these features.</p> <p>Note – Plans should be appropriately numbered for referencing purposes in the approval.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>2.0</p> <p>Location of services (water and sewer) and identifies the location and purpose of easements over the land.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>3.0</p> <p>Contour plan when undertaking development in areas affected by the Hillslope Overlay, in particular:-</p> <ul style="list-style-type: none">• Existing and proposed contours;• Areas to be cut & filled;• The location and height of any proposed retaining walls;• Finished floor levels in relation to existing and/or natural ground levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WELL MADE**The application contains adequate plans to assess the proposal**

Information Required	Please Select	Officer Comments (CRC Office Use Only)
4.0 Is there a Building Envelope applicable to this site? 4.1 Is the Building Envelope identified on the proposal plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.0 Were earthworks undertaken to create a building platform at the time of creating the title? 5.1 Does the proposal involve any modifications to existing cut and/or fill batters to accommodate the development? 5.2 Is this clearly identified on the proposal plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
6.0 Does the site contain significant trees or stands of vegetation? 6.1 Does the site plan identify the location of vegetation and has the development been sited having regard to the location of vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
7.0 Confirms the level of assessment and identifies all the applicable codes for the development.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WELL MADE**The application is accompanied by a planning / assessment report that:**

Information Required	Please Select	Officer Comments (CRC Office Use Only)
<p>8.0</p> <p>Demonstrates a clear understanding how the proposed development is located on the site and works required. Specific issues / constraints identified and discussed within the body of the report.</p> <p>Potential issues / constraints for discussion may include:</p> <p>Drainage regime – ensuring a lawful point of discharge is achievable;</p> <ul style="list-style-type: none">• Extent of earthworks;• On-site effluent report does not conflict with the location of the house and geotechnical recommendations;• Access – driveway is appropriately located and of a suitable grade;• Identify what vegetation requires removal and reasons to support the location of the development.	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>9.0</p> <p>Identifies if an Alternative Siting Request is required under the Queensland Development Code (QDC).</p> <p>9.1</p> <p>Provides an assessment against the relevant performance criteria of the QDC to support the proposed setbacks.</p> <p>QDC - MP 1.1 (Lots under 450m²) MP 1.2 (Lots over 450m²)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

WELL MADE

The application is accompanied by a planning / assessment report that:

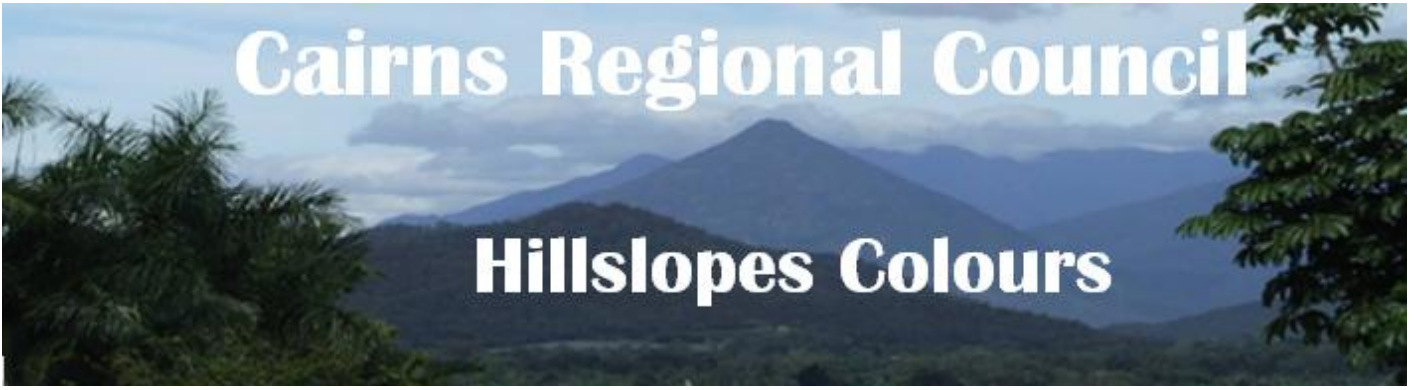
Information Required	Please Select	Officer Comments (CRC Office Use Only)
<p>10</p> <p>Nominates and provides a sample of the proposed colour scheme for all structures to which the Hillslopes Overlay applies.</p> <p>Note – Examples of appropriate colours for use in Hillslope areas is attached.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>11</p> <p>Contains photos of the immediate locality and streetscape for development to which the Cultural Heritage Areas Overlay applies.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>12</p> <p>Provides an assessment of the development against:</p> <ul style="list-style-type: none"> • The whole of the planning scheme (where the level of assessment is impact and impact inconsistent); or • The applicable codes (for development which is code assessable) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>13</p> <p>Where compliance with the acceptable measure is not achieved, an alternative solution is identified which complies with the relevant performance criteria.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>14</p> <p>Includes technical report/s where required. Examples of technical report/s that may be required include:</p> <ul style="list-style-type: none"> • Waste water report for areas which cannot connect to sewer. • Geotechnical report to support proposed earthworks. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Additional Comments

Applicant

Additional Comments

CRC Officer



Supported colour tones



Not Supported colours tones

