

MAKING A DEVELOPMENT APPLICATION

This guide has been prepared to assist applicants preparing a development application for development that is made assessable through CairnsPlan or Schedule 8 of the Integrated Planning Act (IPA), which requires a development application to be made. It is important that applications are submitted with the appropriate and necessary information to assist the assessment manager with the assessment. The following information will assist in the preparation of a well made application.

Types of approvals that may be applied for

When applying for development approval, the applicant may seek either a preliminary approval or a development permit with respect to each aspect of assessable development. However, the assessment manager or Concurrence Agency decides what type of approval is issued.

A *preliminary approval* is a binding approval that approves the development but does not authorise works to commence or the use to start. A preliminary approval is an option and may be used to assist in staging development proposals.

A *development permit* is a final approval, authorising works to commence or the use to start. A development permit is necessary for each assessable aspect of development applicable to a particular development proposal.

Preparing a proposal report

It is strongly recommended that a Proposal Report be prepared to accompany all development applications, to provide information to will assist the assessment manager and any referral agency to understand the existing opportunities and constraints of the site and gain a comprehensive understanding of the scope of the proposal. This will enable the all possible impacts to be considered.

The issues and level of detail required in the report will vary depending on the nature and scale of the proposal. Consequently, for a simple application the Proposal Report may only need to be one (1) page. For more complex applications, a more detailed Proposal Report will be necessary.

Prelodgement Advice

Cairns City Council provides a prelodgement service that enables an applicant to discuss a proposal with them prior to lodging the development application. Many State agencies and private certifiers also provide prelodgement advice.

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This guide is one of a series of guides which has been prepared to assist people interpret CairnsPlan and implement the Integrated Development Assessment System

Applications can be:

Lodged at the
Customer Service
Centre at the Council
Administration Centre
119 – 145 Spence
Street

For further enquiries:

Please contact the
Customer Service
Centre on
07 4044 3044

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The idea of seeking prelodgement advice is to help identify issues relevant to the proposal or site location and to identify the strategic objectives for the development of the area. It should not be used to seek determination of the application (i.e. advise if the application will be approved/refused or a relaxation of a development standard granted).

It is also possible to discuss a proposal with a [referral agency](#) (if applicable) during the conceptualisation phase of a project. A referral agency may also provide a referral agency response on a matter prior to lodging the application with the assessment manager.

A fee may be charged for prelodgement advice and is recommended that you contact the relevant State agency, Cairns Council or private certifier.

A well prepared application

Early identification of the relevant assessment criteria under both the planning scheme and other legislation will help to ensure a well-prepared application. A well-prepared application consists of –

- The completed relevant parts of the Integrated Development Assessment System (IDAS) application form(s);
- The applicable application fee; and
- Supporting information including scaled plans and a written explanation of the proposed development along with details of any consultation that has occurred during the preparation of the application.

Specifically, different types of approvals and assessment require varying types of information and supporting documents. If developments are assessed against the *Building Act*, plans and other documents must comply with the requirements of the Standard Building Regulation. Development(s) assessed against the planning scheme for a material change of use (MCU) should be accompanied by supporting material providing sufficient information about the proposed use to enable its effects to be properly assessed. As a minimum, an application should be accompanied by a site plan and elevations and should detail associated/ancillary activities including on-site car parking, landscaping, fencing, the extent of any cut and fill etc;

Assessable development against the Planning Scheme for works, other than involving a material change of use, should be provided with a plan drawn to scale which identifies the location, size and extent of the works. *Reconfiguring a lot* should include a plan drawn to scale that illustrates the existing allotments and the location, size and number of proposed new allotments.

Developments that include and/or are an *environmentally relevant activity (ERA)*, should provide enough information to enable the authority to decide the application, including, relevant information about the likely risks to the environment, details of waste to be generated and any waste minimisation strategies. The [Environmental Protection Agency \(EPA\)](#) has draft guidelines for preparing an application to conduct an ERA. The EPA also has “Draft Guidelines for the Assessment and Management of Contaminated Land in Queensland”.

A development proposal affecting a State-controlled road will often involve the [Queensland Department of Main Roads \(DMR\)](#). DMR has produced draft guidelines for preparing an application when the proposal has the potential to affect a State-controlled road.

Completing the IDAS applications forms

[Form 1 Development Application](#) is the standard form for making a development application. This application form applies across Queensland regardless of whether the application is made to Queensland Local Government, a State Government department or a private building certifier.

Tailoring Form 1

There are four basic steps when tailoring Form 1 to a particular application –

- Step 1:** Fill out Part A containing the common details that **must** be provided for all applications. One or more other parts of the form will always accompany Part A;
- Step 2:** Determine which of the remaining parts of the Form apply to your application. The banner at the top of each part of the form explains when the Form applies;
- Step 3:** If any part of the Form, other than part B applies to the application, complete the Referral Checklist. This helps to determine if an application triggers referral to an IDAS referral agency. The Referral Checklist must be attached to an application involving any part of the Form other than Parts A & B only;
- Step 4:** Determine if you need to fill out attachment 1 or 2. These attachments can only apply if the application involves assessment against a local governments planning scheme.

What to submit with an application

A recent Court decision has determined that the plans available for public display must be to the same scale as those submitted for assessment. Council requires a set of scaled plans of the development for assessment and a second set of scaled plans for public display.

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A digital PDF on CD enables the speedy receipting of the applications. Applications that do not contain the information requested above will experience delays and may be returned if their contents are not sufficient.

Applications that are not “well made” will incur a further fee of 25% of the prescribed application fee in accordance with Council's General Policy 1:04:20 which can be found on Council's website www.cairns.qld.gov.au/council/policies/general_policy.

Material Change of Use – Impact & Combined Assessable Applications	1 x	unbound copy of the complete application - All required IDAS Forms and supporting documentation with an A3 copy of the plans. AND
	4 x	bound copies of the complete application - All required IDAS Forms and supporting documentation with copies of plans at the scale drawn. AND
	1 x	PDF CD copy of the full application including forms, drawings and supporting documentation as one document. PLEASE DO NOT LOCK THE PDF FILE
Submit to Council	5	with PDF CD
Material Change of Use – Code Assessable Applications and	1 x	unbound copy of the complete application - All required IDAS Forms and supporting documentation with an A3 copy of the plans. AND
	3 x	bound copies of the complete application - All required IDAS Forms and supporting documentation with copies of plans at the scale drawn. AND
Prescribed Tidal Works	1 x	PDF CD copy of the full application including forms, drawings and supporting documentation as one document. PLEASE DO NOT LOCK THE PDF FILE
Submit to Council	4	with PDF CD
Preliminary Approvals for Building Works	1 x	unbound copy of the complete application - All required IDAS Forms and supporting documentation with an A3 copy of the plans. AND
	2 x	bound copies of the complete application - All required IDAS Forms and supporting documentation with copies of plans at the scale drawn. AND
These applications require IPA Part B forms.	1 x	PDF CD copy of the full application including forms, drawings and supporting documentation as one document. PLEASE DO NOT LOCK THE PDF FILE
Submit to Council	3	with PDF CD
Reconfiguring a Lot Applications	1 x	unbound copy of the complete application - All required IDAS Forms and supporting documentation with an A3 copy of the plans. AND
	3 x	bound copies of the complete application - All required IDAS Forms and supporting documentation with copies of plans at the scale drawn. AND
	1 x	PDF CD copy of the full application including forms, drawings and supporting documentation as one document. PLEASE DO NOT LOCK THE PDF FILE
Submit to Council	4	with PDF CD

Where to lodge an application

An application assessable under the planning scheme is made to Cairns City Council Administration Building, Spence Street.

If you have any further queries, please do not hesitate to contact the Cairns City Council Customer Service on 4044 3044 or email cairnsplan@cairns.qld.gov.au

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