



## Early Request for Referral Agency Response (Building Work)

Planning Act 2016 & Planning Regulation 2017

Building Act 1975

### About this Application Form

This form **must** be submitted with a Request for **Assessment Responses for Referral Agency Assessment (Building Work)**.

Use this application if you need Council approval to build closer than permissible to the property boundary (a siting relaxation), excess height and site coverage and amenity and aesthetics.

This application form is required for building works where Council is a referral agency to a development application under Schedule 9, Part 3, Division 2, Table 1, Table 3 and/or Division 3, Table 7 of the Planning Regulation 2017.

**NOTE: This application does not attract statutory timeframes for advice to be provided. Response timeframes vary**

Section 1	Applicant Details		
	Full name		
	Postal Address		
	Suburb	State	Postcode
	Contact Phone #		
	Email address		

Section 2	Property Details		
	Street Address		
	Suburb	State	Postcode
	Lot on Plan Description		

Section 3	Property Owner's Details (attach more information if required)		
	Are you the property owner?	<input type="checkbox"/> Yes – Continue to next section <input type="checkbox"/> No – Complete details below	
	Property owner/s name/s		
	Postal address		
	Suburb	State	Postcode
	Contact Phone #		
	Email address		

Section 4	Proposed Works Details		
	Describe the proposed works		

Section 5	CairnsPlan 2016 Zone		
	What CairnsPlan Zone is the property located in?		
	<i>Note: You can use the <a href="#">CairnsPlan 2016 property report tool</a> to find the zone.</i>		
	<input type="checkbox"/> Low density residential <input type="checkbox"/> Environmental management <input type="checkbox"/> Emerging community	<input type="checkbox"/> Low medium density residential <input type="checkbox"/> Conservation <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Rural residential <input type="checkbox"/> Rural

Office use only	T382	Date	Amount paid	Receipt #
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### Applicable Codes

Which part of the Queensland Development Code (QDC) and/or CairnsPlan 2016 are applicable to the proposal?

**This form is not to be used for an application for assessment against QDC MP1.4.**

*Note: You may need to tick more than one box if multiple apply.*

- ☐ QDC MP1.1: Design and siting standard for single detached housing - on lots under 450m<sup>2</sup>.
- ☐ QDC MP1.2: Design and siting standard for single detached housing - on lots 450m<sup>2</sup> and over.
- ☐ Cairns Plan 2016 – section 1.6 – Building work regulated under the planning scheme.
- ☐ CairnsPlan 2016 – section 1.8 -Local Govt Administrative Matters for Amenity and Aesthetic Impacts.

**Please complete the relevant sections of the Assessment Responses for Referral Agency Assessment (Building Work) form**

### Attachments

Please indicate which documents you are including with this application.

#### Mandatory documents

- ☐ Assessment Responses for Referral Agency Assessment (Building Works) form.
- ☐ Copy of site plan (Include the proposed structure and any existing buildings on site, setbacks to all boundaries, road frontages, infrastructure on site and road frontage).
- ☐ Copy of elevations (Include the total height of the structure and at the outermost projection from the natural ground level).
- ☐ Copy of floor plan.
- ☐ If for Amenity and Aesthetics, provide colours and/or materials, with the corresponding part of house (e.g. Roof – Colorbond Monument).

#### Optional documents

- ☐ Building envelope plan (if applicable).
- ☐ Form 15 and supporting technical documents (if applicable to building over services).
- ☐ Other supporting information (e.g. site photos, adjoining owner's consent, etc.).

### Applicant's Declaration

I declare that the information provided on this form and the attachments is true and correct in every detail.

I declare that I have completed the Assessment Responses for Referral Agency Assessment form in association with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Submit and Pay

### Section 9



#### Preferred Option

Via Council's [Development Applications Online Portal](#)

**Payment** via: (BPoint Mastercard or Visa)



Present your application at a Customer Service Centre located at:

119-145 Spence Street, Cairns

This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)

**Payment** via Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa).



Cairns Regional Council

Attention: Manager Development, Planning & Property

PO Box 359, CAIRNS QLD 4870.

**Payment** via Cheque



If you experience any problems lodging your application through the Development Applications Online portal, you may email your application to [planningadmin@cairns.qld.gov.au](mailto:planningadmin@cairns.qld.gov.au)

## Privacy and Collection Statement

### Section 10

Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. The information will be used to process this application for a referral agency response, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.