



# BUILDING CERTIFIERS Request for Referral Agency Response (Building Work)

Planning Act 2016 & Planning Regulation 2017

Building Act 1975

**Please tick one option**

☐ I am submitting a PROPERLY REFERRED application for assessment

☐ I am seeking an EARLY REQUEST for referral agency assessment





☐ I declare that all mandatory information is included with in this properly referred application.

NOTE: An EARLY REQUEST has no legislative timeframes.

Section 1	<b>Building Certifier Details</b>		
	Certifier Name		
	Certifier Company		
	Postal Address		
	Suburb	State:	Postcode:
	Contact Phone #		
	Email Address		
Section 2	<b>Applicant Details</b>		
	Full name		
	Postal Address		
	Suburb	State:	Postcode:
	Contact Phone #		
	Email Address		
Section 3	<b>Property Details</b>		
	Street Address		
	Suburb	State:	Postcode:
	Lot and Plan Description		
Section 4	<b>Details of Proposed Works</b>		
	Describe the proposed works		
Section 5	<b>CairnsPlan Zone</b>		
	What CairnsPlan Zone is the property located in?		
	Note: You can use the <a href="#">CairnsPlan 2016 property report tool</a> to find the zone		
	<input type="checkbox"/> Low Density Residential	<input type="checkbox"/> Low Medium Density Residential	<input type="checkbox"/> Rural Residential
	<input type="checkbox"/> Environmental Management	<input type="checkbox"/> Conservation	<input type="checkbox"/> Rural
	<input type="checkbox"/> Emerging Community	<input type="checkbox"/> Other (Please specify) _____	
Section 6	<b>Applicable Codes</b>		
	Which part of the Queensland Development Code (QDC) and/or CairnsPlan 2016 are applicable to the proposal?		
	<b>This form is not to be used for an application for assessment against QDC MP1.4.</b>		
	Note: You may need to tick more than one box if multiple apply		
	Note: Council's Assessment Responses for Referral Agency Response Assessment may assist with responding to the Applicable Codes		
	<input type="checkbox"/>	QDC MP1.1: Design and siting standard for single detached housing - on lots under 450m <sup>2</sup> .	
<input type="checkbox"/>	QDC MP1.2: Design and siting standard for single detached housing - on lots 450m <sup>2</sup> and over.		
<input type="checkbox"/>	CairnsPlan 2016 – section 1.6 – Building work regulated under the planning scheme.		
<input type="checkbox"/>	CairnsPlan 2016 – section 1.8 -Local Govt Administrative Matters for Amenity and Aesthetic Impacts		

Attachments		
Section 7	Note: See Relevant Plans Guidelines to assist with Council's requirements for plans	
	Note: Council's Assessment Responses for Referral Agency Response Assessment may be utilised as the report	
	Report addressing the relevant criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Relevant Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Declaration	
Section 8	I declare that the information provided on this form and attachments is true and correct in every detail.
	Signature _____ Date _____

Submit and Pay	
Section 9	 <p><b>Preferred Option</b> Via Council's <a href="#">Development Applications Online Portal</a> Payment via: (Bpoint Mastercard or Visa)</p>
	 <p>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) <b>Payment</b> via Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa).</p>
	 <p>Cairns Regional Council Attention: Manager Development, Planning &amp; Property PO Box 359, CAIRNS QLD 4870. Payment via Cheque</p>
	 <p>If you experience any problems lodging your application through the Development Applications Online portal, you may email your application to <a href="mailto:planningadmin@cairns.qld.gov.au">planningadmin@cairns.qld.gov.au</a></p>

Privacy and Collection Statement	
Section 10	<p>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 <i>Information Privacy Act 2009</i>. We are collecting your personal information in accordance with the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i>. 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.</p>