



Referral Agency Request

Planning Act 2016 & Planning Regulation 2017
Building Act 1975

Purpose

This form is required for building works where the Council is a referral agency to a development application for building works under Schedule 9, Part 3, Division 2, Table 1, and Table 3 of the *Planning Regulation 2017*. Use this form if you need Council approval to build closer to the property boundary (siting relaxation), site coverage and amenity and aesthetics.

Please Tick ONE Option

- I am seeking an EARLY REQUEST for referral agency assessment, OR
 I am a building certifier and submitting a PROPERLY REFERED application for assessment

Property Address

| | | |
|----------------------------|--------|-----------|
| Street Address | | |
| Suburb | State: | Postcode: |
| Lot on Plan Description | | |

Applicant Details

| | | |
|----------------|--------|-----------|
| Full Name/s | | |
| Postal Address | | |
| Suburb | State: | Postcode: |
| Phone Number | | |
| Email Address | | |

Builder Certifier Details – If Relevant

Have you lodged an application for building works with a building certifier?

- No – Continue to the next section.
 Yes – Complete the details below.

| | | |
|-------------------------|--------|-----------|
| Building Certifier Name | | |
| Postal Address | | |
| Suburb | State: | Postcode: |
| Phone Number | | |
| Email Address | | |

Details of Proposed Building Works

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Applicable Codes

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

- QDC MP1.1: Design and siting standard for single detached housing – on lots under 450m2
- QDC MP1.2: Design and siting standard for single detached housing – on lots 450m2 and over
- CairnsPlan 2016 – Part 1.6 – Building Work Regulated Under the Planning Scheme
- CairnsPlan 2016 Part 1.8 - Amenity & Aesthetic Impact Local Government Administrative Matters

CairnsPlan Zone

Which CairnsPlan Zone is the property located in?

Note: You can use the [TrueView 2020.1.21 \(cairns.qld.gov.au\)](http://TrueView 2020.1.21 (cairns.qld.gov.au) to find the zone) to find the zone

- | | | |
|---|---|--|
| <input type="checkbox"/> Low Density Residential | <input type="checkbox"/> Environmental Management | <input type="checkbox"/> Rural Residential |
| <input type="checkbox"/> Low Medium Density Residential | <input type="checkbox"/> Emerging Community | <input type="checkbox"/> Rural |
| <input type="checkbox"/> Medium Density Residential | <input type="checkbox"/> Conservation | <input type="checkbox"/> Other |

Road Frontage Encroachment – If Relevant

For applications under QDC MP1.1 or MP1.2, how does the proposal meet P1? For referrals under CairnsPlan 2016 Section 1.6, how does the proposal meet the Qualitative Statement of Item 1, 3, 4, 5 and/or 6.

Side or Rear Boundary Encroachment – If Relevant

For referrals under QDC MP1.1 or MP1.2, how does the proposal meet P2? For referrals under CairnsPlan 2016 Section 1.6, how does the proposal meet the Qualitative Statement of Item 1 and 7.

Site Coverage (Item 8 of Section 1.6 of CairnsPlan 2016)

What site coverage is proposed?

Note: Refer to Schedule 1 Definitions of CairnsPlan 2016 for the definition of Site Cover.

Discuss how the site coverage of all buildings and structures is in keeping with the character and amenity if the area and zone the site is located in.

Exceed the Height Requirement (Item 9 of Section 1.6 of CairnsPlan 2016)

What is the total building height?

Note: Refer to Schedule 1 Definitions of CairnsPlan 2016 for the definition of Building Height.

Provide details on how the additional height is in keeping with the amenity of adjoining premises and the character of the area and zone the site is located in.

Amenity and Aesthetics (Section 1.8 of CairnsPlan 2016)

Provide a schedule of colours and/or materials for each structure.

| Element | Colours and/or material (including brand) |
|-----------------|--|
| Roof | |
| Fascia/Gutters | |
| Walls | |
| Retaining Walls | |
| Other | |




Discuss how the proposed materials and colours meet AO1.1 and/or PO1 of Section 1.8 of CairnsPlan 2016.

Applicant Declaration (Mandatory)

| | |
|---|--|
| I declare all information provided by me in this application is true and correct. | |
| Name | |
| Signature | |
| Date | |

Payment

Payment must be made prior to assessment being undertaken.

| | |
|--|--|
|  Online | Preferred option via Council's Development Application Online Portal |
|  E-Mail | Email completed application form and relevant documents to planningadmin@cairns.qld.gov.au A Council Officer will respond with a link to enable a credit card payment. |
|  In Person | Cairns Regional Council Customer Service Centres open Monday to Friday – refer to cairns.qld.gov.au for locations and operating hours. |

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|------------------------------|---|
| Privacy collection statement | 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 request, 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. |
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