

relevant plans

Guideline

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A guide for building professionals and residents

When building a dwelling or associated buildings/structures, you may require a number of approvals. Council acts as a referral agency for certain development applications for building work as identified in the Planning Regulation 2017. Referral agency advice can only be provided if all the required information is submitted to Council at the time the advice is sought. Preparing all the relevant supporting information correctly will ensure accurate advice is provided in a timely manner.

This guideline has been designed to assist building professionals and homeowners with preparation of supporting information for your referral agency assessment application.

Cairns Regional Council, May 2021.

Attribution: The State of Queensland, Department of Infrastructure, Local Government and Planning.

Introduction

Development applications made under the Planning Act 2016 must be made on the approved forms. This includes the provision of relevant plans. If the application is not made on the approved form including all mandatory information required by the form, the application is not considered properly made. This means the assessment manager can not complete their assessment and an action notice will be issued. Under this process, timeframes can be extended delaying a response to your application. This process is the same for applications which require referral agency advice. Under relevant legislation, if the request for advice doesn't include all supporting information, it is not considered properly referred.

This guide will outline what a relevant plan may include. Depending on the nature of the development application, additional technical or more specialist plans may be required.

The guide is structured around common types of plans, such as site plans and building plans.

What is a relevant plan?

A relevant plan is a plan that provides information to an assessment manager or referral agency about proposed building works.

The types of relevant plans that may need to be provided with a development application will vary depending on the nature and circumstances of each development application. For the purposes of a referral agency assessment, a site plan, location plan and building plan will be required as part of the mandatory supporting information.

What are site plans?

A site plan is the essential plan used to conceptualise your development. It must be included with your development application.

A site plan provides a bird's eye view of the proposed development and the relevant land parcels it involves. It includes critical details that allow the proposed development to be conceptualised in the context of the site.

Remember, the site plan will be used to assess your development application, so it needs to include everything that will enable another party to understand what your proposal is.

The following information should be included in all site plans, where applicable:

- proposed development
- site address and real property description
- dimensions of the proposed development
- easement dimensions and type
- lot dimensions
- setbacks
- property lines
- lot numbers
- any road frontages to the relevant land and their street names
- site access
- on-site parking and vehicle movement
- existing structure (e.g. house, shed)
- non-structural features (e.g. concrete pad, above-ground pool, fences)
- significant vegetation, including height of vegetation
- the location and extent of the area proposed to be cleared of native vegetation (if any), i.e. vegetation-clearing footprint
- location of stormwater and sewerage systems
- firebreaks and fire-management lines
- location of electrical and telecommunication infrastructure
- additional information relevant to the site and/or proposed development.

[Figure 1](#) of **Example Plans** on page 5 shows an example site plan for building works (dwelling house extension). This site plan shows many of the above features. It allows a clear representation of the proposed development and contextualises what the applicant wishes to do.

A key objective of a site plan is to ensure someone who has not seen the proposed development is able to completely understand what is currently on site, what building works are proposed, and key aspects of that work.

Depending on the particular features of the premises on which the application is being proposed and on the particular elements of the proposed development, it may be necessary for you to identify more specific matters. For example, when the proposal involves the construction of a new driveway and crossover, the location of these will need to be shown. If there are street trees to the frontage of the allotment or infrastructure such as a light pole or power pole, these are to be shown.

Additionally, site plans may include location plans that provide greater context of the proposal in the surrounding area.

What are building plans?

Building plans detail specific information about how a structure will be built.

These plans use graphic representation to show what a building or structure will look like once construction is complete.

Building plans can include a range of different views of the proposed development, conveying different information. These plans can also assist in determining the costs of a project, as it will often provide information on materials and quantities. Builders use these plans to construct the development; therefore, it needs to contain detailed measurements and details of all parts of the structure. Ensure any building plans you submit with your development application contain the information listed in chapter 3, parts 1 and 2 of the *Building Act 1975*, which sets out additional requirements for documents (supporting documents) that under the Planning Act are given or required to be given for a building development application.

[Figure 2](#) of **Example Plans** on page 6 provides an example of building plans (floor plan) for building works (dwelling house extension).

Architectural plans are another type of building plan used to provide greater detail of a proposed development, and may include floor plans for each level of the development, landscape plans and technical plans. These should convey design elements of the proposed development, as well as technical specifications such as room configurations and measurements, colour schemes and natural elements as it pertains to the site (e.g. prevailing winds and solar access).

Elevation plans offer a side, front and/or rear view of a proposed development. These are usually described as northern, eastern, southern and western elevations. These plans may provide an exterior view or a cross-sectional view of a project. Elevation plans can show details of the proposed development that would not be captured by other plans.

[Figure 3](#) provides an elevation plan for building works. This type of plan provides additional details that may not be provided through site plans. For example, it shows an elevation from the eastern side of a proposed house. This view shows the angle of the roof and materials that the house will be constructed in, information not provided in other plans.

Where to get further information

To ensure all required information is provided and is appropriate for a referral agency assessment, applicants are encouraged to seek advice from council (as the referral agency) or from a building certifier (as the assessment manager) or from a qualified town planner before applying for referral agency advice.

Example Plans

Figure 1 – Site Plan

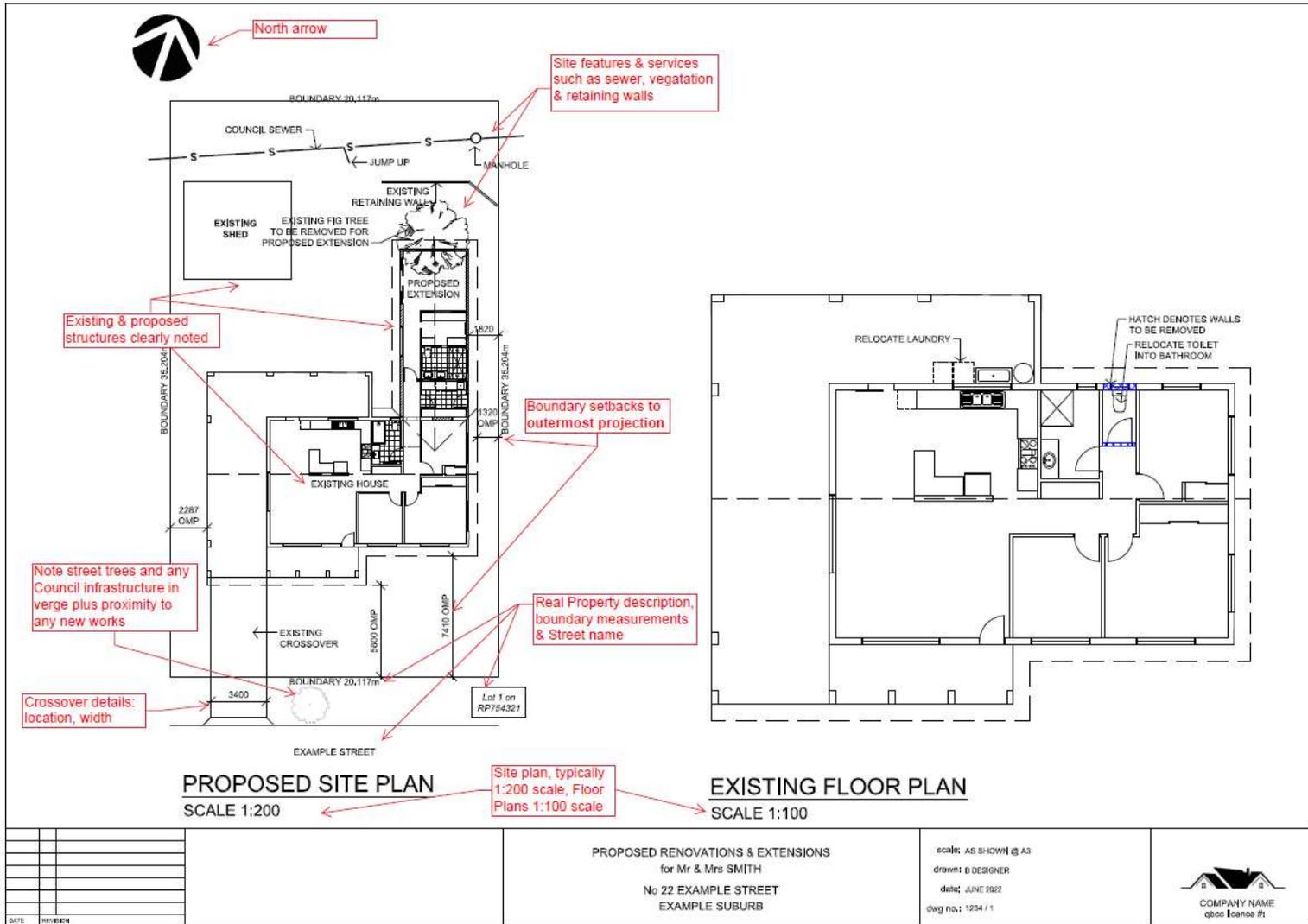


Figure 2 – Floor plan

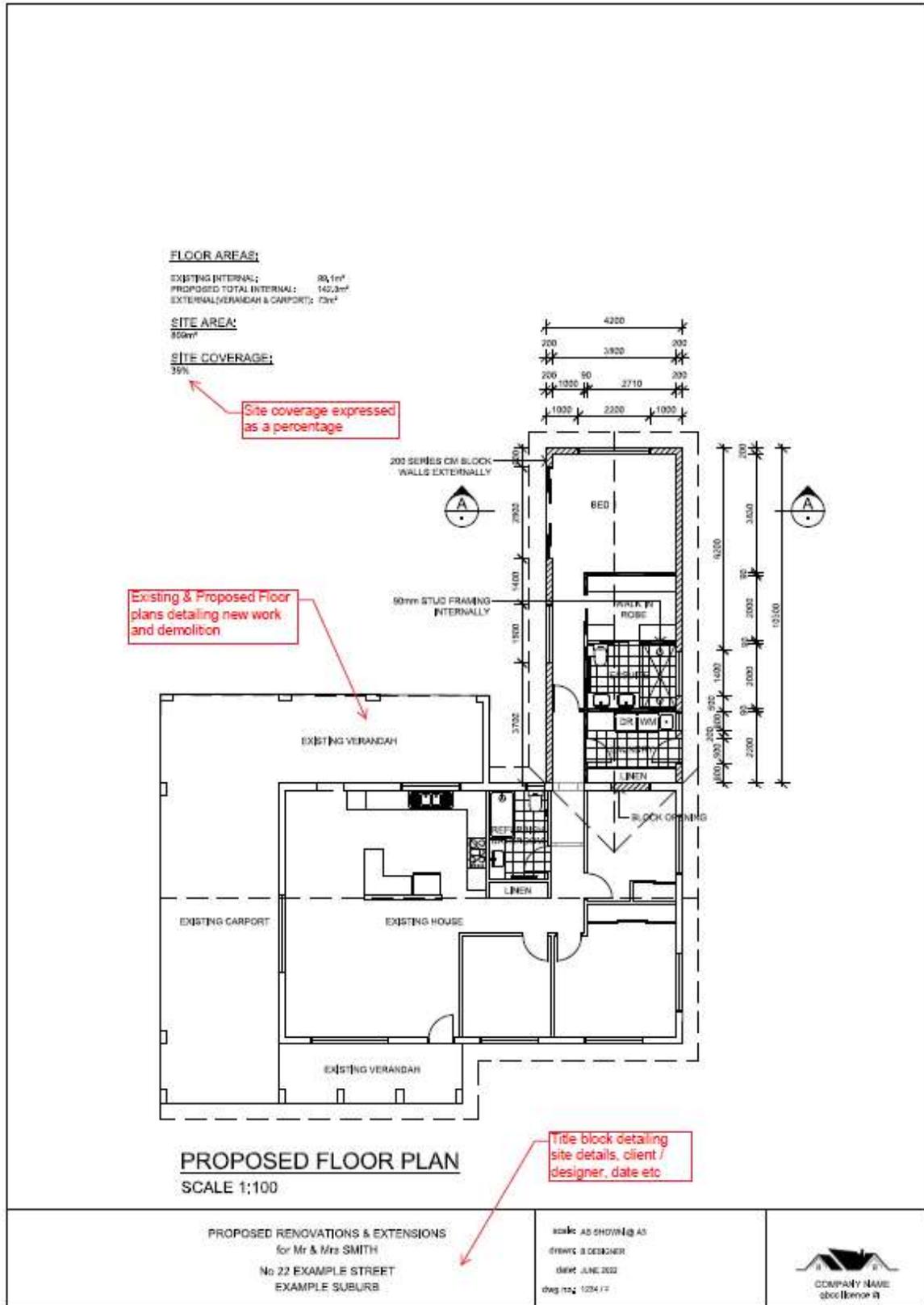


Figure 3 - Elevations

