

Form RAA 1 – Council as Referral Agency – Application Form**Application for Referral Agency Approval from Council for Aspects of
Building Work Regulated under CairnsPlan 2016**Under s54 – 58 *Planning Act 2016* and Schedule 9 *Planning Regulations 2017***Effective : 1 July 2017*****Please see notes on page 3***

You **MUST** complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- complete this form
- complete any other forms relevant to your application
- provide mandatory supporting information identified on the forms as being required to accompany your application
- submit the fee applicable

Applicant detailsApplicant's name Postal address Applicants phone number Applicants e-mail address **Applicants Representative details**Representative's name Postal address Representative's phone number Representative's e-mail address **Location of Activity**Street Address Locality/Suburb Legal Description **Declaration****I declare the building works included within this Concurrence Agency referral meet the
self-assessable criteria of CairnsPlan 2016**Name Signature

Early Response Request	<i>(Please tick)</i>	
Is this application an early response request under section 57 of Planning Act 2016? ie. Is this application lodged prior to the related building application is lodged?	Yes	No

Related Building Application Details	
Building Certifier	
Certifiers Reference	
Notice of Engagement Issued	

Related Planning Application or Existing Planning Approval Details	
Type eg MCU under CairnsPlan 2016	
Reference if known	
MCU Applied for yet? If yes date	

Proposed Building Work requiring referral	<i>(Please tick where applicable)</i>
Please identify the nature of the building work by ticking one (1) or more of the following boxes	
Alternative to QDC Side and or Rear boundary set back (Form RAA 2)	
Alternative to QDC Front boundary set back (Form RAA 3)	
Alternative to QDC Building Height provisions (Form RAA 4)	
Alternative to QDC Site coverage provisions (Form RAA 5)	
Alternative to CairnsPlan2016 site coverage & / or set backs (Rural Residential only--S6.2.18 CairnsPlan 2016) (Form RAA6)	
Amenity & Aesthetics impacts (S1.8 CairnsPlan 2016) (Form RAA 7)	
Alternative to CairnsPlan 2016 setbacks (Environment Management zone only – S6.2.5 CairnsPlan 2016)Form RAA8	

Supporting documents, information and materials required to complete this application. Please complete this checklist in full	Yes	N/A
Relevant Siting Dispensation Checklist and Criteria Analysis		
Building height Analysis/ report		
Site Coverage Analysis/Report		
Rural Residential Site Coverage Analysis/Report (S6.2.18 CairnsPlan 2016)		
Amenity & Aesthetics impacts Analysis/Report (Table 1.8.a CairnsPlan 2016)		
Plans of sufficient; detail, scale and quality to support the above analysis/reports		
Cross references to other relevant applications (BA, MCU etc)		
Relevant fee		

OFFICE USE				
Parcel		Assessment		DM5
PAYMENT DETAILS				
Receipt Type	T314	Payment Amount	\$	Receipt No:

Cairns Regional Council – Information Privacy Statement
Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

Explanatory Notes

Explanatory Notes for applications requiring referral to Cairns Regional Council

1. The design and siting of buildings and structures within the Cairns Regional Council area is regulated by a combination of CairnsPlan 2016 (*adopted on 1st March 2016*) and the siting, height and coverage requirements of Part 3 of the *Building Act 1975* that nominates the Queensland Development Code (QDC), as setting out the standard siting, coverage and height requirements for buildings and structures, except where *CairnsPlan 2016* identifies an alternative provision.
2. Cairns Regional Council's jurisdiction is limited to its referral agency functions under Section 33 of the Building Act 1975 in relation to assessing whether the proposed building or structure complies with the quantifiable standards under CairnsPlan 2016 in respect of boundary clearances, site cover and height. For a more detailed analysis of the statutory framework see Section 1.6 of CairnsPlan 2016. See www.cairns.qld.gov.au
3. For an amenity and aesthetics assessment of building work, Council's jurisdiction is limited to its referral agency functions the Planning Regulation 2017 and CairnsPlan 2016, in particular, Section 1.8 of CairnsPlan 2016 and its associated assessment table, Table 1.8.a .
4. All other statutory assessment functions must be carried out by the assessment manager (your building certifier) in accordance with the provisions of the Building Act 1975.
5. Note that it is the responsibility of the assessment manager (your building certifier), to ensure that the proposal does not trigger assessment under the provisions of the CairnsPlan2016.
6. Where a development is unable to meet the self-assessable provisions of relevant CairnsPlan2016 codes an application will be required for Material Change of Use – if such application also requires Council to act in its role as a referral agency over aspects of the development both functions of Council can be absorbed into one application and only the fee for the dominant action will be charged. (*Planning Act 2016 s54*)
7. A Referral Agency response from Council does not permit the commencement of construction you will still be required to obtain a Development Approval for Building Works from your Building Certifier.
8. Building over or near sewer and water infrastructure (MP1.4) is addressed separately via the on-line form available on Councils website - www.cairns.qld.gov.au/payments/forms/plumbing
9. Other useful web sites regarding the above matters :

www.hpw.qld.gov.au/SiteCollectionDocuments/GuideToBuildingProvisionsInPlanningSchemesFactSheet.pdf

www.cairns.qld.gov.au/building-planning-business/planning-schemes/cairnsplan2016