

## APPLICATION FOR BUILDING WORKS ASSESSABLE BY PLANNING SCHEME

This application kit is for assessments of structures and/or buildings;

- exceeding the maximum height, size or boundary encroachment specified in the Residential Zones and Locality Code in the 2006 Logan Planning Scheme; and/or
- triggering an overlay in the planning scheme.

This kit also covers building regulation assessments under the Gold Coast Planning Scheme.

### Part A - Description of development type/s

Type (if multiple types tick each box)		
<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Deck	<input type="checkbox"/> House extension
<input type="checkbox"/> Fence	<input type="checkbox"/> Verandah	<input type="checkbox"/> Swimming pool
<input type="checkbox"/> Garage	<input type="checkbox"/> Patio	<input type="checkbox"/> Build over/adjacent infrastructure
<input type="checkbox"/> Carport	<input type="checkbox"/> Portico	<input type="checkbox"/> Overlay/s
<input type="checkbox"/> Shed	<input type="checkbox"/> Pergola	<input type="checkbox"/> Annexed unit
		<input type="checkbox"/> Other

### Part B - Variation type

Type (if multiple types tick each box)		
<input type="checkbox"/> Greater than maximum allowable height	<input type="checkbox"/> Build over/adjacent to sewer	<input type="checkbox"/> Slope overlay
<input type="checkbox"/> Boundary setback relaxation	<input type="checkbox"/> Build over/adjacent to water supply	<input type="checkbox"/> Bushfire overlay
<input type="checkbox"/> Greater than maximum allowable size (m <sup>2</sup> )	<input type="checkbox"/> Build over/adjacent to stormwater	<input type="checkbox"/> Noise overlay
<input type="checkbox"/> Greater than allowable maximum length on boundary		<input type="checkbox"/> Powerline overlay
<input type="checkbox"/> Greater than maximum allowable site cover		<input type="checkbox"/> Other overlay (state) .....

### Part C - Supporting information

1. Describe the structure and its use

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2. Why is a variation required?

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3. State the grounds in support of the application?

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Doc: 6151862 v1 July 2009

### Part 3 - Requirements for BWAP Applications

	Yes	N/A
Completed IDAS application forms 1 and 6	<input type="checkbox"/>	<input type="checkbox"/>
Correct application fee	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b> - 2 copies fully dimensioned, dated, numbered, authored, and scaled at 1: 200 clearly showing; <ul style="list-style-type: none"> <li>• Site boundaries and easements showing complete outline of property</li> <li>• Existing and proposed building/s showing distances from boundaries and other buildings (measured from eaves or roof edge not including the gutter)</li> <li>• Buildings on adjoining lots affected by the proposal</li> <li>• Existing and finished site contours/floor levels</li> <li>• Extent of cut and fill forming the building platform</li> <li>• Existing and proposed landscaping</li> <li>• Method of roof and surface water drainage disposal and discharge point</li> <li>• Vehicle access and driveways</li> <li>• Retaining walls</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Construction Plans</b> - 2 complete dated, numbered and authored sets scaled at 1:100 or standard engineer specifications clearly showing; <ul style="list-style-type: none"> <li>• Floor plan</li> <li>• Elevations with existing and proposed ground levels and heights of proposed structure</li> <li>• Cut and fill</li> <li>• Total height of proposed structure/s (if a pitched roof include the height to the wall and the roof apex)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Details of any proposed screening to reduce visual impact	<input type="checkbox"/>	<input type="checkbox"/>
Statements (see attached forms) from adjoining property owner/s acknowledging their support or opposition of the proposal. If not applicable please state why: ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
Details of preferred landscaping including established trees		
Details of proposed colour/s and materials for roof, walls, posts and other building works		
<b>Further Notes:</b> <ul style="list-style-type: none"> <li>• This application addresses the amenity and aesthetics of the proposal but does not give building or plumbing approval.</li> <li>• Separate applications must be lodged with Council or private certifiers for building and plumbing approvals.</li> <li>• Additional factors taken into consideration include:               <ul style="list-style-type: none"> <li>○ Building density</li> <li>○ Sufficient open space for recreation, service facilities and landscaping</li> <li>○ Sufficient off street parking</li> <li>○ Natural light, ventilation, views and privacy on neighbouring properties</li> </ul> </li> </ul>		









# Application details—IDAS form 1

(Sustainable Planning Act 2009 version 1.0 effective 18 December 2009)

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 development applications, you must:

- complete this form (*Application details—IDAS form 1*)
- complete any other forms relevant to your application
- provide any mandatory supporting information identified on the forms as being required to accompany your application.

Attach extra pages if there is insufficient space on this form.

All terms used on this form have the meaning given in the *Sustainable Planning Act 2009* or the *Sustainable Planning Regulation 2009*.

This form can also be completed online using Smart eDA at [www.smarteda.qld.gov.au](http://www.smarteda.qld.gov.au)

**Applicant details** (note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all IDAS application forms is correct. Any development permit or preliminary approval that may be issued as a consequence of this application will be issued to the applicant.)

Name/s (individual or company name in full)

For companies, contact name

Postal address

  

Contact phone number

Mobile number (non-mandatory)

Fax number (non-mandatory)

e-mail address (non-mandatory)

  
@



**1. What is the nature of development proposed? (tick all applicable box/es)**

- material change of use of premises
- building work
- operational work
- reconfiguring a lot

**2. What type of approval is being sought?**

- development permit
- preliminary approval
- both—provide details below

**3. Is the application for a mobile and temporary environmentally relevant activity (ERA)?**

- No
- Yes—complete table A and then go to question 5

**Table A**—name of each local government area in which the mobile and temporary ERA is proposed to operate

**4. Location of the premises** (complete table B and/or table C as applicable. Identify each lot in a separate row)

**Table B**—street address/lot for the premises or street address/lot on plan for the land adjoining or adjacent to the premises

- street address/lot on the plan
- street address/lot on plan for the land adjoining or adjacent to the premises (appropriate for development in water e.g. jetty, pontoon)

Street address				Lot on plan description		Local government area (e.g. Logan, Cairns)
Unit no.	Street no.	Street name and official suburb/locality name	Post-code	Lot no.	Plan type and plan no.	



**Table C**—premises coordinates (appropriate for development in remote areas, over part of a lot or in water e.g. channel dredging in Moreton Bay)

Coordinates (note: place each set of coordinates in a separate row)				Zone reference	Datum	Local government area (if applicable)
Easting	Northing	Latitude	Longitude			
					<input type="checkbox"/> GDA94 <input type="checkbox"/> WGS84 <input type="checkbox"/> other	

**5. Total area of the premises on which the development is proposed** (indicate hectares or m<sup>2</sup>)

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**6. Current use/s of the premises** (e.g. vacant land, house, apartment building, cane farm, etc.)

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**7. Provide a brief description of the proposal** (e.g. six unit apartment building, 30 lot residential subdivision etc.)

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**8. Is owner's consent required for this application?** (refer to notes at the end of this form for more information)

- No
- Yes—complete either table D, table E or table F as applicable

**Table D**

Name of owner/s of the land	
I/We, the above-mentioned owner/s of the land, consent to the making of this application.	
Signature of owner/s of the land	
Date	





**Table E**

Name of owner/s of the land

The owner's written consent is attached or will be provided separately to the assessment manager

**Table F**

Name of owner/s of the land

By making this application, I, the applicant, declare that the owner has given written consent to the making of the application.

**9. Does the application involve a state resource?** (e.g. the application involves state land, or taking quarry materials. Refer to the notes at the end of this form for more information)

No  Yes—complete table G

**Table G—state owned resources (provide details for each state resource in a separate table)**

**Nature of state-owned resource**

**Nature of evidence required** (tick the applicable box and attach a copy of the evidence to this form)

- Evidence of an allocation of, or an entitlement to, the resource
- Evidence the chief executive of the department administering the resource is satisfied the development is consistent with an allocation of, or an entitlement to, the resource
- Evidence the chief executive of the department administering the resource is satisfied the development application may proceed in the absence of an allocation of, or an entitlement to, the resource

**10. Identify if any of the following apply to the premises** (tick applicable box/es)

- adjacent to a water body, watercourse or aquifer (e.g. creek, river, lake, canal)—complete table H
- on strategic port land under the *Transport Infrastructure Act 1994*—complete table I
- in a tidal water area—complete table J

**Table H**

Name of water body, watercourse or aquifer



<b>Table I</b>	Lot on plan description for strategic port land	Port authority for the lot

<b>Table J</b>	Name of local government for the tidal area (if applicable)	Port authority for the tidal area (if applicable)

**11. Are there any existing easements on the premises? (e.g. for vehicular access, electricity, overland flow, water, etc.)**

No     Yes—ensure the type, location and dimension of each easement is included in the plans submitted

**12. Does the proposal include new building work or operational work on the premises? (including any services)**

No     Yes—ensure the nature, location and dimension of proposed works are included in plans submitted

**13. Is the payment of a portable long service leave levy applicable to this application? (refer to notes at the end of this form for more information)**

No—go to question 15     Yes

**14. Has the portable long service leave levy been paid? (refer to notes at the end of this form for more information)**

No

Yes—complete table K and submit with this application the yellow local government/private certifier’s copy of the receipted QLeave form

<b>Table K</b>	Amount paid	Date paid	QLeave Project Number (6 digit number starting with A, B, E, L or P)

**15. Has the local government agreed to apply a superseded planning scheme to this application under section 96 of the *Sustainable Planning Act 2009*?**

No

Yes—please provide details below

Name of local government	Date of written notice given by local government	Reference number of written notice given by local government (if applicable)



**16. List below all of the forms and supporting information that accompany this application** (include all IDAS forms, checklists, mandatory supporting information etc. that will be submitted as part of this application. Note: this question does not apply for applications made on-line using Smart eDA)

Description of attachment or title of attachment	Method of lodgement to assessment manager

**17. Applicant's declaration**

By making this application, I declare that all information in this application is true and correct (note: it is unlawful to provide false or misleading information).

**Notes for completing this form**

**Question 8:**

- Section 263 of the *Sustainable Planning Act 2009* sets out when the consent of the owner of the land is required for an application. Section 260(1)(e) of the *Sustainable Planning Act 2009* provides that if the owner's consent is required under section 263, then an application must contain, or be accompanied by, the written consent of the owner, or include a declaration by the applicant that the owner has given written consent to the making of the application.
- Owner's consent is not required for a mobile and temporary ERA.

**Question 9:**

- Section 264 of the Sustainable Planning Act 2009 provides that if a development involves a state resource, a regulation may require the application to be supported by certain evidence prescribed under the regulation. Schedule 14 of the Sustainable Planning Regulation 2009 prescribes the state resources for which evidence is required to be given, and the evidence required, to support the application.

**Question 13:**

- The Building and Construction Industry (Portable Long Service Leave) Act 1991 prescribes when the portable long service leave levy is payable.
- The portable long service leave levy amount and other prescribed percentages and rates for calculating the levy are prescribed in the Building and Construction Industry (Portable Long Service Leave) Regulation 2002.

**Question 14:**

- The portable long service leave levy need not be paid when the application is made, but the Building and Construction Industry (Portable Long Service Leave) Act 1991 requires the levy to be paid before a development permit is issued.
- Building and Construction Industry Notification and Payment Forms are available from any Queensland post office or agency, on request from QLeave, or can be completed on the QLeave website at [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au). For further information contact QLeave on 1800 803 481 or [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au).



**Privacy**—the information collected in this form will be used by the Department of Infrastructure and Planning (DIP) in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of the IDAS process, except where required by legislation (including the *Right to Information Act 2009*) or as required by Parliament. This information may be stored in a departmental database. The information collected will be retained as required by the *Public Records Act 2002*.

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Date received

Reference numbers

**NOTIFICATION OF ENGAGEMENT OF A PRIVATE CERTIFIER**

To

Council. I have been engaged as the private certifier for the building work referred to in this application

Date of engagement	Name	BSA Certification license number	Building classification/s

**QLEAVE NOTIFICATION AND PAYMENT** (for completion by assessment manager or private certifier if applicable)

Description of the work	QLeave Project Number	Amount paid (\$)	Date paid	Date received form sighted by assessment manager	Name of officer who sighted the form

The *Sustainable Planning Act 2009* (SPA) is administered by the Department of Infrastructure and Planning. This form and all other required application materials should be sent to your assessment manager and any referral agencies.



# Building or operational work assessable against a planning scheme—IDAS form 6

(Sustainable Planning Act 2009 version 1.0 effective 18 December 2009)

This form must be completed for development applications for building works or operational work assessable against a planning scheme.

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 development applications, you must:

- complete *Application details—IDAS form 1*
- complete any other forms relevant to your application
- provide any mandatory supporting information identified on the forms as being required to accompany your application.

Attach extra pages if there is insufficient space on this form.

All terms used on this form have the meaning given in the *Sustainable Planning Act 2009* or the *Sustainable Planning Regulation 2009*.

This form can also be used for development on strategic port land under the *Transport Infrastructure Act 1994*.

**This form can also be completed online using Smart eDA at [www.smarteda.qld.gov.au](http://www.smarteda.qld.gov.au)**

**1. What is the nature of the work that requires assessment against a planning scheme? (tick applicable box/es)**

- building work—complete table A       operational work—complete table B

**Table A**

What is the nature of the building work made assessable in the planning scheme (e.g. building, repairing, altering, underpinning, moving or demolishing a building)?

What type of approval is being sought? (if you have indicated multiple works in the above question, please use an attachment to this form to detail each approval request)

- development permit       preliminary approval

Are there any current approvals associated with this application? (e.g. material change of use)

List of approval reference/s	Date approved	Date approval lapses



**Table B**

What is the nature of the operational work made assessable in the planning scheme? (tick applicable box/es)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> road works            | <input type="checkbox"/> stormwater                      | <input type="checkbox"/> water infrastructure                          |
| <input type="checkbox"/> drainage works        | <input type="checkbox"/> earthworks                      | <input type="checkbox"/> sewerage infrastructure                       |
| <input type="checkbox"/> landscaping           | <input type="checkbox"/> signage                         | <input type="checkbox"/> clearing vegetation under the planning scheme |
| <input type="checkbox"/> other—provide details | <input style="width: 500px; height: 20px;" type="text"/> |  |

What type of approval is being sought? (if you have indicated multiple works in the above question, please use an attachment to this form to detail each approval request)

- development permit    
  preliminary approval    
  both—specify below

Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)

- No    
  Yes—specify the number of lots being created

Are there any current approvals associated with this application? (e.g. material change of use)

- No    
  Yes—provide details below

List of approval reference/s	Date approved	Date approval lapses

<b>2. What is the dollar value of the proposed building work?</b> (inc GST, materials and labour)	\$ <input style="width: 100%;" type="text"/>
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**3. Confirm that the following mandatory supporting information accompanies this application**

	Confirmation of lodgement	Method of lodgement
<b>All applications for operational works</b>		
site plans drawn to scale which show the following: <ul style="list-style-type: none"> <li>• the location and site area of the land to which the application relates (<i>relevant land</i>)</li> <li>• the north point</li> <li>• the boundaries of the relevant land</li> <li>• the allotment layout showing existing lots, any proposed lots (including the dimensions of those lots), existing or proposed road reserves, building envelopes and existing or proposed open space (note: numbering is required for all lots)</li> </ul>	<input type="checkbox"/> confirmed	



<ul style="list-style-type: none"> <li>• any existing or proposed easements on the relevant land and their function</li> <li>• any access limitation strips</li> <li>• all existing and proposed roads and access points on the relevant land</li> </ul>		
<p>a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application</p>	<input type="checkbox"/> confirmed	
<p><b>Applications for operational works involving earthworks (filling and excavating)</b></p>		
<p>drawings showing:</p> <ul style="list-style-type: none"> <li>• existing and proposed contours</li> <li>• areas to be cut and filled</li> <li>• the location and level of any permanent survey marks or reference stations used as datum for the works</li> <li>• the location of any proposed retaining walls on the relevant land and their height</li> <li>• the defined flood level (if applicable)</li> <li>• the defined fill level (if applicable)</li> </ul>	<input type="checkbox"/> confirmed	
<p><b>Applications for operational works involving roadworks</b></p>		
<p>drawings showing:</p> <ul style="list-style-type: none"> <li>• existing and proposed contours</li> <li>• the centreline or construction line showing chainages, bearings, offsets if the construction line is not the centreline of the road and all intersection points</li> <li>• information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable)</li> <li>• kerb lines including kerb radii (where not parallel to centreline) and tangent point changes (where not parallel to centreline)</li> <li>• edge of pavement where kerb is not constructed</li> <li>• position and extent of channelisation</li> <li>• location and details of all traffic signs, guideposts, guardrail and other street furniture</li> <li>• pavement markings including details on raised pavement markers</li> <li>• catchpit, manhole and pipeline locations</li> <li>• drainage details (if applicable)</li> <li>• cross road drainage culverts (if applicable)</li> <li>• concrete footpaths and cycle paths</li> <li>• location and details for access points, ramps and invert crossings</li> <li>• changes in surfacing material</li> </ul>	<input type="checkbox"/> confirmed	



<b>Applications for operational works involving stormwater drainage</b>		
drawings showing: <ul style="list-style-type: none"> <li>existing and proposed contours</li> <li>drainage locations, diameters and class of pipe, open drains and easements</li> <li>manhole location, chainage and offset or co-ordinates and inlet and outlet invert levels</li> <li>inlet pit locations, chainage and offset or co-ordinates and invert and kerb levels</li> </ul>	<input type="checkbox"/> confirmed	
<b>Applications for operational works involving water reticulation</b>		
drawings showing: <ul style="list-style-type: none"> <li>kerb lines or edge of pavement where kerb is not constructed</li> <li>location and levels of other utility services where affected by water reticulation works</li> <li>pipe diameter, type of pipe and pipe alignment</li> <li>water main alignments</li> <li>water supply pump station details (if applicable)</li> <li>minor reservoir details (if applicable)</li> <li>conduits</li> <li>location of valves and fire hydrants</li> <li>location of house connections (if applicable)</li> <li>location of bench marks and reference pegs</li> </ul>	<input type="checkbox"/> confirmed	
<b>Applications for operational works involving sewerage reticulation</b>		
drawings showing: <ul style="list-style-type: none"> <li>location of all existing and proposed services</li> <li>location of all existing and proposed sewer lines and manhole locations</li> <li>location of all house connection branches</li> <li>kerb lines or edge of pavement where kerb is not constructed</li> <li>chainages</li> <li>design sewer invert levels</li> <li>design top of manhole levels</li> <li>type of manhole and manhole cover</li> <li>pipe diameter, type of pipe and pipe alignment</li> <li>location of house connections (if applicable)</li> <li>sewer pump station details (if applicable)</li> </ul>	<input type="checkbox"/> confirmed	
<b>Applications for operational works involving street lighting</b>		
drawings showing: <ul style="list-style-type: none"> <li>location of all light poles and service conduits</li> <li>location of all other cross road conduits</li> <li>type of wattage and lighting</li> <li>any traffic calming devices</li> <li>additional plans for roundabouts and major roads (if applicable)</li> <li>details of any variations to normal alignment</li> <li>details of lighting levels</li> </ul>	<input type="checkbox"/> confirmed	





<b>Applications for operational works involving public utility services</b>		
drawings showing: <ul style="list-style-type: none"><li>• any existing light poles and power poles</li><li>• any existing underground services</li><li>• details of proposed services</li><li>• alternation to existing services</li></ul>	<input type="checkbox"/> confirmed	
<b>Applications for operational works involving landscaping works</b>		
drawings showing: <ul style="list-style-type: none"><li>• the location of proposed plant species</li><li>• a plant schedule indicating common and botanical names, pot sizes and numbers of plants</li><li>• planting bed preparation details including topsoil depth, subgrade preparation, mulch type and depth, type of turf, pebble, paving and garden edge</li><li>• the location and type of any existing trees to be retained</li><li>• construction details of planter boxes, retaining walls and fences</li><li>• the proposed maintenance period</li><li>• irrigation system details</li></ul>	<input type="checkbox"/> confirmed	

**Notes for completing this form:**

- This form can also be used for development applications for building works or operational works assessable against the land use plan for Cairns airport land or Mackay airport land. Whenever a planning scheme is mentioned, take it to mean the land use plan for the airport land.

**Privacy—please refer to your assessment manager for further details on the use of information recorded in this form.**

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Date received

Reference numbers

The *Sustainable Planning Act 2009* is administered by the Department of Infrastructure and Planning. This form and all other required application materials should be sent to your assessment manager and any referral agencies.