



Referral Agency Request Form

*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
- A building certifier and I am submitting a PROPERLY REFERRED application for assessment

Property Address

Street address		
Suburb	State:	Postcode:
Lot on plan description		

Applicant Details

Full name		
Postal address		
Suburb	State:	Postcode:
Contact 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:
Contact phone number		
Email address		

Details of proposed building works







Site Coverage (Item 8 of Section 1.6 of CairnsPlan 2016)
What site coverage is proposed? <i>Note: Refer to Schedule 1 Definitions of CairnsPlan 2016 for the definition of Site Cover.</i>
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.

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.
<input type="checkbox"/> In person at Cairns Regional Council Administration Building, 119 – 145 Spence Street, Cairns (Cash, EFTPOS, and/or credit card (Mastercard or Visa.)
<input type="checkbox"/> https://www.bpoint.com.au/pay/cairnsregionalcouncil?billercode=1603943

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.	
Submit the form	 (Preferred)	Website via Council's Development Applications Online Portal
		Cairns Regional Council Att: Executive Manager, Development & Planning PO Box 359, CAIRNS QLD 4870
		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)
		You may email your documentation to planningadmin@cairns.qld.gov.au