



Referral Agency Request Form Planning Act 2016 & Planning Regulation 2017

Building Act 1975

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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 <i>Planning Regulation 2017</i> . 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					
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☐ I am seeking an EARLY REQUEST for referral agency assessment, OR					
\square A building certifier and I am a submitting a PROPERLY REFERRED application for assessment					
Property Address					
Street address					
Suburb	State:	Postcode:			
Lot on plan	Otate.	1 Ostoode.			
description					
description					
Applicant Details					
Full name					
Postal address					
Suburb	State:	Postcode:			
Contact phone		1 00:0040.			
number					
Email address					
Builder Certifier Det	ails – If Relevant				
_	plication for building works with a	a building certifier?			
□ No – continue to the	. •	3			
☐ Yes – complete the	details below.				
Building certifier name					
Postal address					
Suburb	State:	Postcode:			
Contact phone number					
Email address					
Details of proposed	building works				



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 Amenity & Aesthetic Impact – 1.8 Local Government Administrative Matters □ CairnsPlan 2016 – Part 1.6 – Building Work Regulated Under the Planning Scheme				
CairnsPlan Zone				
Which CairnsPlan Zone is the property located in? Note: You can use the <u>TrueView 2020.1.21 (cairns.qld.gov.au)</u> to find the zone				
□ Low Density Residential □ Low Medium Density Residential □ Rural Residential □ Environmental Management □ Conservation □ Rural □ Emerging Community □ 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, Item 3, Item 4, Item 5 and/or Item 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 7.
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.
The definition of Banding Freight.
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.
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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.				
Amonity and Ac	esthatics (Saction 1.9 of Cairne Plan 2016)			
	esthetics (Section 1.8 of CairnsPlan 2016) e of colours and/or materials for each structure.			
Provide a scriedui	e of colours and/or materials for each structure.			
Fla				
Element	Colours and/or material (including brand)			
Roof				
Fascia/Gutters				
Walls				
Retaining Walls				
Other				
Discuss how the p	roposed materials and colours meet AO1.1 and/or PO1 of Section 1.8 of			
CairnsPlan 2016.				
Amulianut Dania	ustice (Mandatam)			
	ration (Mandatory)			
	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.		
☐ In person at Cairns Regional Council Administration Building, 119 – 145 Spence Street, Cairns (Cash, EFTPOS, and/or credit card (Mastercard or Visa.)		
□ 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</i> 2009. We are collecting your personal information in accordance with the <i>Planning Act</i> 2016 and the <i>Planning Regulation</i> 2017. 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	(Preferred)	Website via Council's Development Applications Online Portal Cairns Regional Council Att: Executive Manager, Development & Planning	
form	<u>*</u>	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	