



Application for Exemption Certificate

Application for an exemption certificate applicable under Section 46 of the Planning Act 2016

Please Note:

- For development for which there is a referral agency – each referral agency will need to agree in writing to the exemption certificate being given by the local government. Please attach a copy of this relevant agreement.
- Copies of the exemption certificates will be sent to the Landowner/s and any relevant Referral Agency.
- Copies of any exemptions will be published on Council's website.

Landowner's Details (mandatory information)

Landowner's name	
Postal address	
Landowner's phone number	
Landowner's e-mail address	

Applicant Details

Applicant's name	
Postal address	
Applicant's phone number	
Applicant's e-mail address	

Property Address

Street address	
Suburb	
Lot and plan description	

Applicant Declaration (Mandatory)

I declare all information provided by me in this application is true and correct.

Name	
Signature	
Date	

Description of proposed development

(e.g., material change of use dwelling house)

Trigger for assessable development

Identify the trigger for the Assessable Development for which the Exemption Request is related to. E.g., Material Change of Use within the Low-Density Residential Zone triggered due inclusion of land within Bushfire Hazard Overlay.

Exemption reasoning

Exemptions can only be granted in three (3) circumstances. Please select the applicable circumstance and then describe how your proposed development meets the relevant circumstances.

The effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

The development was categorised as assessable development only because of circumstances that no longer apply.

The development was categorised as assessable development because of an error.

Referral agency

Does the development require Referral to a Referral Agency?

If so, please attach written agreement from that agency that an exemption can be given.




Please tick if written agreement is attached

Supporting document, information and materials required to complete this application.

Please complete this checklist in full.

Plans of sufficient detail, scale, and quality to support the above analysis/reports.

Relevant fee

<p>Privacy collection statement</p>	<p>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.</p>	
<p>Submit the form</p>		<p>Cairns Regional Council Att: Executive Manager, Development & Planning PO Box 359, CAIRNS QLD 4870</p>
		<p>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)</p>
		<p>You may email your documentation to planningadmin@cairns.qld.gov.au</p>

OFFICE USE					
Parcel		Assessment		DM5	
PAYMENT DETAILS					
Receipt Type		Payment Amount	\$535.00	Receipt No:	