

## Short Term Accommodation Guideline & Application Kit

### INTRODUCTION

This guide will assist you to find out if your residential property can be used for Short Term Accommodation Use and the steps required to make an application.

'**Short Term Accommodation**' is the definition in the Whitsunday Regional Planning Scheme, used to describe the letting of residential accommodation for periods of less than 90 days. These properties are generally marketed and booked on websites like Airbnb, Booking.com etc.

Council acknowledges that many residents choose to make extra income from renting all or part of their residential properties for short-term letting. At the same time, Council has a responsibility to maintain a level of amenity that residents can reasonably expect in their neighbourhood.

This guide will assist you to determine if your property can meet Council's minimum requirements and how to make an application.

### WHAT THIS GUIDE CONTAINS

This guide contains the following information:

- A Checklist of minimum requirements that your property must meet to gain Council approval of Short Term Accommodation;
- A guide to determine what type of application you may need to lodge with Council;
- Application Forms that will need to be completed for each type of application;
- Applicable application fees to be paid to Council.

### NO APPLICATION IS REQUIRED IN THE FOLLOWING CIRCUMSTANCES

If your property is a unit, townhouse or apartment and the building was originally approved as "**Short Term Accommodation**" or "**Accommodation Units**", you do not need to make any application.

To confirm this, please send an email to Council at [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) with the following subject line: "**Attention Development Assessment – Confirmation of short term letting existing use rights**".

In the body of the email, please provide your name and the property street address or Lot and Plan number and Council will check the original approval and provide a response as soon as possible.

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800  
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A Short-term Accommodation License is required once the relevant Planning Approval has been obtained and where a Planning Approval is not required, a License under the Local Law is still required:  
<https://www.whitsundayrc.qld.gov.au/downloads/file/1512/short-term-accommodation-licence>

## CHECKLIST

Please use the following checklist to see if your dwelling house or multiple unit can meet the minimum requirements for short-term accommodation use.

✓

1	The dwelling house or multiple unit is connected to power, town water and sewerage <u>or</u> certification is provided by a licensed installer, that the on-site sewerage system can serve the maximum number of persons that can be accommodated at one time.	
2	Practical, accessible, car parking spaces are available completely on-site, at the following minimum rates: (a) for a 1 or 2-bedroom dwelling house or unit: 2 spaces (b) for 3 (or more) bedrooms: 3 spaces	
3	A Statutory Declaration, signed by the operator of the premises is provided, stating that the premises will not be operated or used as a 'Party House', defined as follows: Premises used to provide, for a fee, accommodation or facilities for guests where: (a) guests regularly use all or part of the premises for parties (bucks parties, hens parties, raves, or wedding receptions, for example); and (b) the accommodation or facilities are provided for a period of less than 10 days; and (c) the owner of the premises does not occupy the premises during that period	
4	The name and contact details of a nominated property manager are provided to Council. The property manager must: (a) reside within 30 minutes travel time of the premises; (b) remain contactable at all hours by phone to deal with complaints or visitor queries; (c) be responsible to maintain and manage the premises in accordance with the Code of Conduct.	
5	A site plan* of the property is provided, showing the location of all buildings, decks, swimming pool, driveway, on-site parking spaces, domestic sewage treatment plant and dispersal area (where relevant).	
6	Outdoor lighting is provided to assist guests but does not cause a nuisance for a neighbouring dwelling.	
7	A waste bin storage area is provided which is screened from view from neighbouring dwellings and is close to a tap and hose to enable regular cleaning.	

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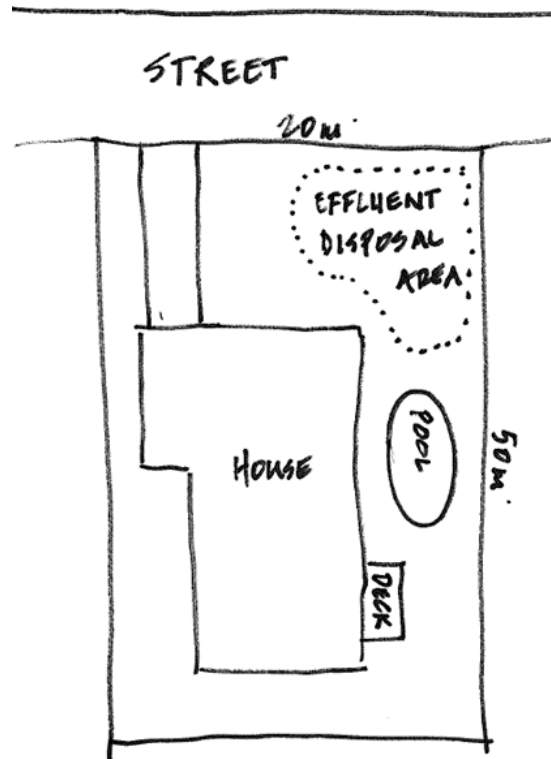
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8	<p>A professionally made, weather-proof sign is erected on the street frontage which:</p> <ul style="list-style-type: none"> <li>(a) is approximately 0.3 square meter sign face area;</li> <li>(b) displays the name of the property manager and their all-hours phone number.</li> </ul>	
9	<p>A 'Code of Conduct' is provided to all guests prior to occupancy which must include as a minimum:</p> <ul style="list-style-type: none"> <li>(a) the maximum number of guests permitted to reside in the house at any one time, which cannot be more than eight persons;</li> <li>(b) rules requiring residents to minimise noise and other activities which would disturb neighbours;</li> <li>(c) an emergency/fire evacuation plan;</li> <li>(d) information about on-site carparking and waste bin collection days;</li> <li>(e) a building floor plan outlining the location of domestic facilities such as kitchen, dining room, laundry, outdoor clothes drying facilities and common areas to support the stay of guests.</li> </ul>	
10	<p>A record keeping procedure is maintained and available for Council inspection, which records:</p> <ul style="list-style-type: none"> <li>(a) details of each booking (guests, contact number etc);</li> <li>(b) a copy of the signed acceptance of the terms and conditions document;</li> <li>(c) details of any complaints received, time, date and the nature of the complaint.</li> </ul>	

\* Example of a Site Plan



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## DETERMINE WHAT TYPE OF APPLICATION YOU WILL REQUIRE

If your property can meet all the minimum requirements in the previous checklist, you can now determine what type of application you need to lodge.

If your property is a **Dwelling House** or a **Multiple Unit** which was not originally approved as “Short Term Accommodation” or “Accommodation Units”, you will need to lodge one of the following applications:

- Confirmation of Existing Use Rights Application;
- Development Application for Material Change of Use - Code Assessment; or
- Development Application for Material Change of Use - Impact Assessment

### 2.1 Confirmation of Existing Use Rights Application

If your property is a **Dwelling House**; and

- it can meet the requirements of the Checklist; and
- you can demonstrate that it was used for short term accommodation prior to 30 June 2017.

### 2.2 Development Application for Material Change of Use - Code or Impact Assessment?

If your property is a Multiple Unit or a Dwelling House without existing use rights, you will first need to ascertain the town planning zoning of your property. This will determine what type of application you will need to lodge.

To find out the zoning of your property:

- Open: <http://wrcssa01:8010/connect/analyst/mobile/#/main?mapcfg=WRC%20Planning%20Scheme%202017>
- Enter your street address in the box on the top-left. Just type the number and the first 3 letters of the street name – e.g. “15 Mai”
- Select your address from the list on the left, and then press enter.
- A red marker will appear on your property.
- Now click on the Layer control at the top-right corner (it looks like a pile of paper). A window will appear on the right.
- Check the green box next to ‘Zones and Zone Precincts’
- The zoning colours will appear on the map.
- You can identify your property from the Legend of zone colours.

If your property is located in one of the following town planning zones, you will need to lodge a Development Application for Material Change of Use - Code Assessment:

- |                                  |                   |                         |
|----------------------------------|-------------------|-------------------------|
| ➤ Major Centre                   | ➤ District Centre | ➤ Local Centre          |
| ➤ Low Medium Density Residential | ➤ Mixed Use       | ➤ Tourist Accommodation |

If your property is included in any other zone, you will need to lodge a Development Application for Material Change of Use - Impact Assessment which requires public notification advertising.

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## PREPARE YOUR APPLICATION

By now you should have worked out:

1. Whether your property can meet the minimum requirements on the Checklist.
2. What your property is zoned in the Whitsunday Regional Planning Scheme.
3. What type of development application you will require.

The below information outlines the supporting documents required for each application type:

### Confirmation of Existing Use Rights Application

You will need to submit:

- Your Checklist with each tick box checked; and
- Supporting plans and documents; and
- A copy of the Confirmation of Existing Use Rights Application form (Attachment 1) fully completed and signed.

### Development Application for Material Change of Use - Impact Assessment

You will need to submit:

- Your Checklist with each tick box checked; and
- Supporting plans and documents; and
- Form DA1 (Attachment 2) fully completed and signed

After lodgement of your application, Council will advise whether you need to refer the application to the State Government (application fees apply).

If you lodge an Impact Assessment application, it will need to be publicly notified in accordance with the Planning Act. For further details please refer to this website:

<https://dilgpprd.blob.core.windows.net/general/guide-to-public-notification-under-the-da-rules-and-the-planning-act.pdf>

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## Development Application for Material Change of Use - Code Assessment

You will need to submit:

- Your Checklist with each tick box checked; and
- Supporting plans and documents; and
- Form DA1 (Attachment 2) fully completed and signed

### Your application can be lodged via:

Email: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au)

At one of Council's Customer Service Centres:

- 67 Herbert Street, Bowen;
- Shop 23 Whitsunday Plaza, Cannonvale;
- Cnr Stanley & Conway Streets, Collinsville; or
- 52 Main Street, Proserpine.

Once your application has been received a payment request will be issued with the appropriate prescribed application fee.

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## ATTACHMENT 1:

### CONFIRMATION OF EXISTING USE RIGHTS APPLICATION FORM

Please complete the following information:

Applicants full name	
Applicants email address	
Applicants postal address	
Street address or Lot & Plan number of the property to be used for short term accommodation	
Property owners name	

Please attach copies of the following information to this form:

<b>Supporting plans and documents</b>	✓
Certification that the on-site sewerage system is adequate to service the maximum number of guests	
A Statutory Declaration that the premises will not be operated as a Party House	
Property manager's name and contact details	
A Site Plan drawn to scale, showing the location of all buildings, decks, swimming pool, driveway, on-site parking spaces, domestic sewage treatment plant and dispersal area (where applicable)	
A photograph of the sign to be placed at the front of the property with the Property Manager's name and contact details	
A copy of the Code of Conduct for guests	

I hereby declare that the information provided above is true and correct and acknowledge that the approval of Short Term Accommodation use of the property will exempt the property from receiving the Owner/Occupier rates rebate.

Signature	
Date	

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## ATTACHMENT 2:

### **DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - CODE or IMPACT ASSESSMENT APPLICATION FORM**

A Development Application for Material Change of Use is an application made in terms of the Planning Act 2017 and requires the completion and submission of DA Form 1.

A copy of the DA Form 1 is attached for your consideration.

To assist you, the form has been partially completed. The sections highlighted in yellow must be completed by you. The sections which have been crossed-out are likely not to be applicable, however please read them and check.

Please note, that if the application site is located within 25 metres of a State Main Road, you will need to refer your application to the State Government. Instructions on how to do this will be sent to you once your application is lodged.

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# DA Form 1 – Development application details

Approved form (version 1.3 effective 28 September 2020) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

**Note:** All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	
Contact name (only applicable for companies)	
Postal address (P.O. Box or street address)	
Suburb	
State	
Postcode	
Country	
Contact number	
Email address (non-mandatory)	
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	

### 2) Owner's consent

#### 2.1) Is written consent of the owner required for this development application?

- Yes – the written consent of the owner(s) is attached to this development application
- No – proceed to 3)

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## PART 2 – LOCATION DETAILS

### 3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

**Note:** Provide details below and attach a site plan for any or all premises part of the development application. For further information, see [DA Forms Guide: Relevant plans](#).

#### 3.1) Street address and lot on plan

- Street address **AND** lot on plan (all lots must be listed), **or**  
 Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

#### 3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

**Note:** Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

#### 3.3) Additional premises

- Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application  
 Not required

#### 4) Identify any of the following that apply to the premises and provide any relevant details

In or adjacent to a water body or watercourse or in or above an aquifer  
 Name of water body, watercourse or aquifer:

On strategic port land under the *Transport Infrastructure Act 1994*  
 Lot on plan description of strategic port land:   
 Name of port authority for the lot:

In a tidal area  
 Name of local government for the tidal area (if applicable):

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Name of port authority for tidal area (if applicable):	
<input type="checkbox"/> On airport land under the <del>Airport Assets (Restructuring and Disposal) Act 2008</del>	
Name of airport:	
<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <del>Environmental Protection Act 1994</del>	
EMR site identification:	
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <del>Environmental Protection Act 1994</del>	
CLR site identification:	

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).

- Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- No

## PART 3 – DEVELOPMENT DETAILS

### Section 1 – Aspects of development

#### 6.1) Provide details about the first development aspect

a) What is the type of development? (tick only one box)

- Material change of use     Reconfiguring a lot     Operational work     Building work

b) What is the approval type? (tick only one box)

- Development permit     Preliminary approval     Preliminary approval that includes a variation approval

c) What is the level of assessment?

- Code assessment     Impact assessment (requires public notification)

d) Provide a brief description of the proposal (e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):

e) Relevant plans

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).

- Relevant plans of the proposed development are attached to the development application

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**6.2) Provide details about the second development aspect**

a) What is the type of development? (tick only one box)

Material change of use     Reconfiguring a lot     Operational work     Building work

b) What is the approval type? (tick only one box)

Development permit     Preliminary approval     Preliminary approval that includes a variation approval

c) What is the level of assessment?

Code assessment     Impact assessment (requires public notification)

d) Provide a brief description of the proposal (e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):

\_\_\_\_\_

\_\_\_\_\_

e) Relevant plans

*Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*

Relevant plans of the proposed development are attached to the development application

**6.3) Additional aspects of development**

Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application

Not required

## Section 2 – Further development details

**7) Does the proposed development application involve any of the following?**

Material change of use	<input type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete DA Form 2 – Building work details

### Division 1 – Material change of use

*Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.*

**8.1) Describe the proposed material change of use**

Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m <sup>2</sup> ) (if applicable)

**8.2) Does the proposed use involve the use of existing buildings on the premises?**

Yes

No

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## Division 2 – Reconfiguring a lot

*Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.*

9.1) What is the total number of existing lots making up the premises?

9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)

<input type="checkbox"/> Subdivision (complete 10))	<input type="checkbox"/> Dividing land into parts by agreement (complete 11))
<input type="checkbox"/> Boundary realignment (complete 12))	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13))

### 10) Subdivision

10.1) For this development, how many lots are being created and what is the intended use of these lots:

Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				

10.2) Will the subdivision be staged?

- Yes – provide additional details below  
 No

How many stages will the works include?

What stage(s) will this development application apply to?

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?

Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

### 12) Boundary realignment

12.1) What are the current and proposed areas for each lot comprising the premises?

Current lot		Proposed lot	
Lot on plan description	Area (m <sup>2</sup> )	Lot on plan description	Area (m <sup>2</sup> )

12.2) What is the reason for the boundary realignment?

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)

Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

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## Division 3 – Operational work

**Note:** This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Road work                | <input type="checkbox"/> Stormwater | <input type="checkbox"/> Water infrastructure  |
| <input type="checkbox"/> Drainage work            | <input type="checkbox"/> Earthworks | <input type="checkbox"/> Sewage infrastructure |
| <input type="checkbox"/> Landscaping              | <input type="checkbox"/> Signage    | <input type="checkbox"/> Clearing vegetation   |
| <input type="checkbox"/> Other – please specify:- |                                     |  |

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

Yes – specify number of new lots:-

No

14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)

\$

## PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

16) Has the local government agreed to apply a superseded planning scheme for this development application?

- Yes – a copy of the decision notice is attached to this development application –
- The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
- No

## PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?

**Note:** A development application will require referral if prescribed by the Planning Regulation 2017.

No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- Clearing native vegetation
- Contaminated land (*unexploded ordnance*)
- Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- Fisheries – aquaculture
- Fisheries – declared fish habitat area
- Fisheries – marine plants
- Fisheries – waterway barrier works
- Hazardous chemical facilities
- Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- Infrastructure-related referrals – designated premises
- Infrastructure-related referrals – state transport infrastructure
- Infrastructure-related referrals – State transport corridor and future State transport corridor
- Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- Infrastructure-related referrals – near a state-controlled road intersection
- Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- Koala habitat in SEQ region – key resource areas
- Ports – Brisbane core port land – near a State transport corridor or future State transport corridor

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- Ports – Brisbane core port land – environmentally relevant activity (ERA)
- Ports – Brisbane core port land – tidal works or work in a coastal management district
- Ports – Brisbane core port land – hazardous chemical facility
- Ports – Brisbane core port land – taking or interfering with water
- Ports – Brisbane core port land – referable dams
- Ports – Brisbane core port land – fisheries
- Ports – Land within Port of Brisbane’s port limits *(below high-water mark)*
- SEQ development area
- SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- SEQ regional landscape and rural production area or SEQ rural living area – community activity
- SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- SEQ regional landscape and rural production area or SEQ rural living area – combined use
- Tidal works or works in a coastal management district
- Reconfiguring a lot in a coastal management district or for a canal
- Erosion prone area in a coastal management district
- Urban design
- Water-related development – taking or interfering with water
- Water-related development – removing quarry material *(from a watercourse or lake)*
- Water-related development – referable dams
- Water-related development – levees *(category 3 levees only)*
- Wetland protection area

**Matters requiring referral to the local government:**

- Airport land
- Environmentally relevant activities (ERA) *(only if the ERA has been devolved to local government)*
- Heritage places – Local heritage places

**Matters requiring referral to the Chief Executive of the distribution entity or transmission entity:**

- Infrastructure-related referrals – Electricity infrastructure

**Matters requiring referral to:**

- The **Chief Executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual
- Infrastructure-related referrals – Oil and gas infrastructure

**Matters requiring referral to the Brisbane City Council:**

- Ports – Brisbane core port land

**Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994:**

- Ports – Brisbane core port land *(where inconsistent with the Brisbane port LUP for transport reasons)*
- Ports – Strategic port land

**Matters requiring referral to the relevant port operator, if applicant is not port operator:**

- Ports – Land within Port of Brisbane’s port limits *(below high-water mark)*

**Matters requiring referral to the Chief Executive of the relevant port authority:**

- Ports – Land within limits of another port *(below high-water mark)*

**Matters requiring referral to the Gold Coast Waterways Authority:**

- Tidal works or work in a coastal management district *(in Gold Coast waters)*

**Matters requiring referral to the Queensland Fire and Emergency Service:**

- Tidal works or work in a coastal management district *(involving a marina (more than six vessel berths))*

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**18) Has any referral agency provided a referral response for this development application?**

- Yes – referral response(s) received and listed below are attached to this development application  
 No

Referral requirement	Referral agency	Date of referral response

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (if applicable).

## PART 6 – INFORMATION REQUEST

**19) Information request under Part 3 of the DA Rules**

- I agree to receive an information request if determined necessary for this development application  
 I do not agree to accept an information request for this development application

**Note:** By not agreeing to accept an information request I, the applicant, acknowledge:

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.

Further advice about information requests is contained in the [DA Forms Guide](#).

## PART 7 – FURTHER DETAILS

**20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)**

- Yes – provide details below or include details in a schedule to this development application  
 No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

**21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)**

- Yes – a copy of the receipted QLeave form is attached to this development application  
 No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid  
 Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid                      Date paid (dd/mm/yy)                      QLeave levy number (A, B or E)

\$

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22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

- Yes – show cause or enforcement notice is attached  
 No

### 23) Further legislative requirements

#### Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

- Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below  
 No

*Note: Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at [www.qld.gov.au](http://www.qld.gov.au). An ERA requires an environmental authority to operate. See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information.*

Proposed ERA number:		Proposed ERA threshold:	
----------------------	--	-------------------------	--

Proposed ERA name:	
--------------------	--

- Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

#### Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

- Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application  
 No

*Note: See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information about hazardous chemical notifications.*

#### Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

- Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)  
 No

*Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.  
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.*

#### Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

- Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter  
 No

*Note: The environmental offset section of the Queensland Government’s website can be accessed at [www.qld.gov.au](http://www.qld.gov.au) for further information on environmental offsets.*

#### Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the *Planning Regulation 2017*?

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- Yes — the development application involves premises in the koala habitat area in the koala priority area—
- Yes — the development application involves premises in the koala habitat area outside the koala priority area—
- No

**Note:** If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

### Water resources

**23.6) Does this development application involve taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the Water Act 2000?**

- Yes — the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the Water Act 2000 may be required prior to commencing development
- No

**Note:** Contact the Department of Natural Resources, Mines and Energy at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) for further information.

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

### Waterway barrier works

**23.7) Does this application involve waterway barrier works?**

- Yes — the relevant template is completed and attached to this development application—
- No

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

### Marine activities

**23.8) Does this development application involve aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?**

- Yes — an associated resource allocation authority is attached to this development application, if required under the Fisheries Act 1994
- No

**Note:** See guidance materials at [www.daf.qld.gov.au](http://www.daf.qld.gov.au) for further information.

### Quarry materials from a watercourse or lake

**23.9) Does this development application involve the removal of quarry materials from a watercourse or lake under the Water Act 2000?**

- Yes — I acknowledge that a quarry material allocation notice must be obtained prior to commencing development—
- No

**Note:** Contact the Department of Natural Resources, Mines and Energy at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) and [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information.

### Quarry materials from land under tidal waters

**23.10) Does this development application involve the removal of quarry materials from land under tidal water under the Coastal Protection and Management Act 1995?**

- Yes — I acknowledge that a quarry material allocation notice must be obtained prior to commencing development—
- No

**Note:** Contact the Department of Environment and Science at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

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### Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the *Water Supply Act*)?

- Yes — the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the *Water Supply Act* is attached to this development application
- No

*Note:* See guidance materials at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) for further information.

### Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- Yes — the following is included with this development application:—
- Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
  - A certificate of title
- No

*Note:* See guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

### Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

- Yes — details of the heritage place are provided in the table below
- No

*Note:* See guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for information requirements regarding development of Queensland heritage places.

Name of the heritage place:	Place ID:
-----------------------------	-----------

### Brothels

23.14) Does this development application involve a **material change of use for a brothel**?

- Yes — this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*
- No

### Decision under section 62 of the *Transport Infrastructure Act 1994*

23.15) Does this development application involve **new or changed access to a state-controlled road**?

- Yes — this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)
- No

### Walkable neighbourhoods assessment benchmarks under Schedule 12A of the *Planning Regulation*

23.16) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

- Yes — Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered
- No

*Note:* See guidance materials at [www.planning.dsdmip.qld.gov.au](http://www.planning.dsdmip.qld.gov.au) for further information.

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## PART 8 – CHECKLIST AND APPLICANT DECLARATION

<p>24) Development application checklist</p> <p>I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17</p> <p><i>Note: See the Planning Regulation 2017 for referral requirements</i></p>	<input type="checkbox"/> Yes
<p>If building work is associated with the proposed development, Parts 4 to 6 of <a href="#">DA Form 2 – Building work details</a> have been completed and attached to this development application</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
<p>Supporting information addressing any applicable assessment benchmarks is with the development application</p> <p><i>Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see <a href="#">DA Forms Guide: Planning Report Template</a>.</i></p>	<input type="checkbox"/> Yes
<p>Relevant plans of the development are attached to this development application</p> <p><i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a>.</i></p>	<input type="checkbox"/> Yes
<p>The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 24)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not applicable

### 25) Applicant declaration

- By making this development application, I declare that all information in this development application is true and correct
- Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

*Note: It is unlawful to intentionally provide false or misleading information.*

**Privacy** – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

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# PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

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Date received:

Reference number(s):

## Notification of engagement of alternative assessment manager

Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

## QLeave notification and payment

*Note: For completion by assessment manager if applicable*

Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

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