

# Request to make a change application

Planning and Environment  
Planning Assessment  
City Development

PO Box 5042 GOLD COAST MC QLD 9729

P: 07 5582 8866 F: 07 5596 3653

W: [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

Please use **BLOCK LETTERS** and complete all details in full

## Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.cityofgoldcoast.com.au/privacy>.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

## Request type (Please select)

Minor change to the development approval ( <i>Planning Act 2016</i> )	
Minor change to the conditions imposed by Council as referral agency in relation to building work	
Other changes	

## Applicant details

Name			
Postal address			
Primary phone		Alternative phone	
Facsimile		Email	

## Property details

Lot number		Registered plan number	
Property address			
Existing approval number			
Date of approval			
The City's reference file number			

## Details of existing approval (Please select)

Development permit		Environmentally relevant activity		Material change of use	
Operational works		Preliminary approval		Reconfiguration of lot	

## Fees

The fees for this application can be found on the last page of this form.

These fees are in accordance with Councils regulatory fees and non-regulatory charges in place at time of lodgement. A copy of the Councils regulatory fees and non-regulatory charges can be found on the website [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

## Payment Options

Business partner account (BP)			
Business partner name		Business partner number	
Cash, cheque or credit card at any of Council's branch offices. For branch office locations and operating hours, please refer to Council's website.			
Please be advised that payment by credit card will incur a surcharge.			
Cheque or money order may be posted to Council's post office box address as above. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately received.			

## Office use only

Date received		Fee paid	
Received by		Receipt number	
Business partner name		Account number	
Business partner number		AMS code	(if applicable)

**Details of the request**

Condition number	
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Description of requested change to condition	
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Justification for change
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*(Please provide reasoning)*

Condition number	
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Description of requested change to condition	
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Justification for change
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*(Please provide reasoning)*

Condition number	
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Description of requested change to condition	
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Justification for change
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*(Please provide reasoning)*

Condition number	
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Description of requested change to condition	
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Justification for change
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*(Please provide reasoning)*

**Details of the request**

Please provide any relevant history of the application
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*(Please provide reasoning)*

Resource owners agreement			
<p>If an application for the existing approval was being lodged now, would evidence be required to support the application because it involved taking or interfering with State-owned resource? (refer to <i>Planning Act 2016</i>)</p> <p>If yes – the written agreement of the chief executive from whom evidence would need to be obtained under the <i>Planning Act 2016</i> must be attached</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No

Referral agencies			
Were there one or more referral agencies involved in the original approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
<b>If Yes</b>			
Referral Agencies (Use a separate row for each agency)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Has the applicant sent a copy of the request to the referral agency? Yes – please attach evidence of referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No

Details are pre-request response notice			
Has a pre-request response notice been issued from a referral agency in relation to this application in accordance with the <i>Planning Act 2016</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
<b>If Yes</b>			
Details of pre-request response notice	<input type="text"/>		
Date of Notice	<input type="text"/>		

Attachments and information	
What attachments and supporting information accompanies this application?	
Description of the attachment or information (e.g. <i>Notice to referral agencies, declaration re owners consent, specialist reports</i> )	

Part E – Development Infrastructure			
Is there any development infrastructure (refer to Chapter 4 of the <i>Planning Act 2016</i> ) proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
Is the subject site inside the <b>Priority Infrastructure Area</b> refer to Council's Local Government Infrastructure Plan (LGIP) <a href="http://cityofgoldcoast.com.au">cityofgoldcoast.com.au</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
Is the proposed trunk infrastructure identified as trunk infrastructure in the LGIP (under the <i>Planning Act 2016</i> )?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
If the proposed infrastructure is in the LGIP please identify the development infrastructure type and relevant LGIP infrastructure map:			
Is the new and/or upgraded development infrastructure not identified within the LGIP but proposed as trunk infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No
Identify which type/s of new and/or upgraded trunk infrastructure is proposed:	Water		
	Sewerage		
	Transport		
	Stormwater		
	Recreation/Park Facilities		
Provide a description of the proposed trunk infrastructure (and provide any available plans):			
Is there an existing Infrastructure Agreement/or similar agreement related to the land subject to this	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes		No

application? If yes, provide comments:				
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### Specialist Reports

Where relevant to the provision of new or the upgrading of trunk or proposed trunk infrastructure, this request must ensure the following is clearly identified;

<ul style="list-style-type: none"> <li>the type of infrastructure proposed (that is necessary trunk, additional trunk, and/or non-trunk proposed to become trunk infrastructure) and whether it is included in <i>Gold Coast City Council's Local Government Infrastructure Plan</i></li> </ul>		Yes		No
<ul style="list-style-type: none"> <li>an estimate of the establishment costs to deliver the infrastructure calculated in accordance with Statutory Guideline 03/14 <i>Local Government Infrastructure Plan</i> and <i>Gold Coast City Council's Local Government Infrastructure Plan</i></li> </ul>		Yes		No

### Owners consent

Name of all owner/s of the land	

### Declaration

I/ We, the owner/s of the land, consent to the making of this request

Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

### Applicants declaration

By making this request I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice

*Please Note: A request to make a change application may lead to a change in the relevant infrastructure charges*

Signature		Date	
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### Notes

- Applications can be lodged at a Customer Service Centre or mailed to Council, accompanied by a cheque.
- Lodge applications via email [DART@goldcoast.qld.gov.au](mailto:DART@goldcoast.qld.gov.au)

### Customer Service Centres where you may choose to lodge your application

City of Gold Coast Customer Service Centres are open from 8.15am to 4.30pm, Monday to Friday

**Broadbeach office** - 61 Sunshine Boulevard, Mermaid Waters

**Bundall** - 8-10 Karp Court, Bundall

**Burleigh Heads office** - Park Avenue, Burleigh Heads

**Coolangatta office** - Showcase on the Beach, Griffith Street Coolangatta

**Helensvale office** - Corner Lindfield Road and Sir John Overall Drive, Helensvale

**Nerang** - 833 Southport Nerang Road, Nerang

**Palm Beach office** - 26 Eleventh Avenue, Palm Beach

**Southport office** - 47 Nerang Street, Southport

**Upper Coomera office** - 90 Reserve Road (corner Reserve and Abraham Roads), Upper Coomera

### Fees

Fee name	[√] please tick applicable fee(s)	Account number	Amount
<b>Material Change of Use and Reconfiguration of a Lot applications</b>			
	Request to change development application – minor change (as defined <i>Schedule 2, Planning Act 2016</i> )	RC 99096	\$623.00
	Minor change to the conditions imposed by Council as referral agency in relation to building work (referral agency assessment for amended siting variations)	RC 98958	Fee amount is 50% of current variation - sitings fee (\$573.00)
	Request for other changes	RC 99096	POA
	Request to change development approval, includes pre-request response notice	RC 99096	Fee amount is 20% of current application fee (up to a maximum of \$14,584.00).
	Request to make a change - minor change <ul style="list-style-type: none"> <li>• Change that affects up to three contiguous lots within a ROL approval</li> <li>• Change to conditions based on plan references</li> <li>• Amendment to a building envelope (up to three lots)</li> </ul>	RC 99096	\$1,003.00
<b>Operational Works Application</b>			
	Request to change approved operational works civil engineering drawings	RC 99098	20% of current operational works application fee (up to a maximum of \$886.00).
	Request to change approved operational works associated building works	RC 99098	
	Request to change approved operational works change to ground level	RC 99098	
	Amendment to approved Landscaping plan (Includes request to change development approval); <ul style="list-style-type: none"> <li>• Request to change/cancel conditions</li> </ul>	RC 99101	20% of current landscaping application fee
	Request to change operational works prescribed tidal works	RC 96655	20% of current fee (up to a maximum of \$844.00).
	Request to change operational works vehicular crossing or driveway	RC 98117	\$159.00