

# Request to make a change application

Economy, Planning & Environment  
Planning Assessment  
City Development  
PO Box 5042 GOLD COAST MC QLD 9726  
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 [cityofgoldcoast.com.au/privacy](http://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.

For more information to assist with your application and to submit online, please visit [cityofgoldcoast.com.au/lodgeda](http://cityofgoldcoast.com.au/lodgeda)

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

\* Indicates the field is mandatory

## Request type (Please select)\*

Minor change to the development approval ( <i>Planning Act 2016</i> )	<input type="checkbox"/>
Minor change to development approval ( <i>Planning Act 2016</i> ) (Reconfiguring a lot – up to 3 lots)	<input type="checkbox"/>
Other change	<input type="checkbox"/>
A pre-request notice	<input type="checkbox"/>

## Applicant\*

Name	
Postal address	
Phone	
Email	

## Contact person

Where a 'Contact' is required, provide details of the primary contact person for this application.

Name	
Postal address	
Phone	
Email	

## Owner

Name	
Postal address	
Phone	
Email	

## Property details\*

Lot number*		Registered plan number*	
Property address*			
Existing approval number*			

## Office use only

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

City's reference file number	
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Details of existing approval <i>(Please select)</i>			
Development permit	<input type="checkbox"/>	Environmentally relevant activity	<input type="checkbox"/>
Operational works	<input type="checkbox"/>	Preliminary approval	<input type="checkbox"/>
		Material change of use	<input type="checkbox"/>
		Reconfiguration of lot	<input type="checkbox"/>

Fees
The fees for this application can be found on the last page of this form.
These fees are in accordance with Council's regulatory fees and non-regulatory charges. A copy of these fees and charges can be found on Council's website <a href="http://cityofgoldcoast.com.au">cityofgoldcoast.com.au</a>

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.	

Details of the request*	
Condition number	
Description of requested change to condition	
Justification for change	
<i>(Please provide reasoning)</i>	
Condition number	
Description of requested change to condition	
Justification for change	
<i>(Please provide reasoning)</i>	
Condition number	
Description of requested change to condition	
Justification for change	
<i>(Please provide reasoning)</i>	
Condition number	
Description of requested change to condition	
Justification for change	
<i>(Please provide reasoning)</i>	

(Please provide reasoning)

### Details of the request

Please provide any relevant history of the application

(Please provide reasoning)

### Resource owners agreement

If the existing approval was lodged now would the application involve taking/interfering with State-owned resources?

Yes  No

If yes written agreement of Chief Executive must be attached

### Referral agencies

Were there one or more referral agencies involved in the original approval?

Yes  No

#### If Yes

Referral Agencies

(Use a separate row for each agency)

Has the applicant sent a copy of the request to the referral agency?

Yes  No

Yes – please attach evidence of referral

### 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 *Planning Act 2016*

Yes  No

#### If Yes

Details of pre-request response notice

Date of Notice

### Development Infrastructure

Is there any development infrastructure (refer to Chapter 4 of the *Planning Act 2016*) proposed?

Yes  No

Is the subject site inside the **Priority Infrastructure Area** refer to Council's Local Government Infrastructure Plan (LGIP) [cityofgoldcoast.com.au/lqip](http://cityofgoldcoast.com.au/lqip)

Yes  No

Is the proposed trunk infrastructure identified as trunk infrastructure in the LGIP (under the *Planning Act 2016*)?

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?

Yes  No

Identify which type/s of new and/or upgraded trunk infrastructure is proposed:

Water  
 Sewerage  
 Transport  
 Stormwater

	<input type="checkbox"/>	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 application? If yes, provide comments:	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 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;

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>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Supporting documents

Submission of all documentation is required before we can commence the assessment of this application.

What attachments and supporting documents accompany this application?

Description of the attachment or information

(e.g. notice to referral agencies, owners consent declaration, specialist reports, any other documents to support the request)

### Declaration\*

I acknowledge that under Section 8.5 of the *Local Government (Planning & Environment) Act 1990* (the Act), a person who furnishes a document that is false or misleading in a material particular, whether by way of a statement in or omission from the document commits an offence against the Act.

Authority is granted for Council to reproduce and/or copy any documents and plans.

I understand and acknowledge that:

- by making this application, I the applicant, declare that the owner has given written consent to the making of this application/s.
- the information provided in this application is true and complete to the best of my knowledge
- Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false
- I approve of the information that has been provided in this application
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*

<b>Signature</b>	<b>Date</b>

### Fees

Fee name [√] please tick applicable fee(s)	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> )	\$639.00
Minor change to the conditions imposed by Council as referral agency in relation to building work (referral agency assessment for amended siting variations)	Fee amount is 50% of current variation - siting fee (\$458.50)
Request for other change	POA
Request to change applications	Fee amount is 20% of current application fee (up to a maximum of \$14,949.00).

	Affected entity response notice (When Council is an affected entity)	POA (based on a minimum fee of \$623.00)
	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>	\$1,028.00
<b>Operational Works Application</b>		
	Request to change approved operational works civil engineering drawings	20% of current operational works application fee (up to a maximum of \$908.00).
	Request to change approved operational works associated building works	
	Request to change approved operational works change to ground level	
	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>	20% of current landscaping application fee
	Request to change operational works prescribed tidal works	20% of current fee (up to a maximum of \$865.00).
	Request to change operational works vehicular crossing or driveway	\$163.00