

# Request for Referral agency assessment

Economy, Planning & Environment  
Planning Assessment  
City Development  
PO Box 5042 GOLD COAST MC QLD 9726  
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E [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au)  
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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/raa](http://cityofgoldcoast.com.au/raa)

\* Indicates the field is mandatory

## 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	

## Property details\*

Lot number		Registered plan number	
Property address	<i>(Please include unit number / floor level / tenancy number etc.)</i>		

If required, I grant permission for an authorised City officer to enter the property during normal business hours, for the purpose of an inspection Yes  No

## Type of building work (please tick where applicable)\*

New dwelling house	<input type="checkbox"/>	Additions of less than 25m <sup>2</sup> of total use area to an existing attached dwelling (duplex)	<input type="checkbox"/>
Additions to an existing dwelling house	<input type="checkbox"/>	Shade sail	<input type="checkbox"/>
Gatehouse	<input type="checkbox"/>	Fence exceeding two (2) metres above natural ground level	<input type="checkbox"/>
Open carport	<input type="checkbox"/>	Swimming pool	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Relocatable home	<input type="checkbox"/>
Roofed patio	<input type="checkbox"/>	Railway carriage	<input type="checkbox"/>
Shed	<input type="checkbox"/>	Shipping container	<input type="checkbox"/>
Retaining wall	<input type="checkbox"/>	Solar collector buildings/structures	<input type="checkbox"/>
Structure (e.g. unroofed pergola or deck)	<input type="checkbox"/>	Other	<input type="checkbox"/>
*Specify		*Specify	

## Office use only

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

Fees		
Fee name	Amount	
Request for Referral Agency Assessment	\$ 917.00	
<i>RAA Express Application</i>	\$ 688.00	
Siting Variations - Shade Sails and/or Gatehouses only	\$ 294.00	
Siting Variations – Other Referrals	\$ 917.00	
Amended application for specific development already endorsed	\$ 458.50	
Referral Agency Assessment (when Council is a referral agency for an application)	POA (based on minimum fee of \$623.00)	

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 [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.			

1 – Supporting / guidance information	
The following information is provided to assist with the lodgement of referral agency applications. It is recommended applicants review the guidance material prior to lodgement.	
The City's Amenity and Aesthetics Policy <a href="http://goldcoast.qld.gov.au/documents/bf/Amenity-and-aesthetics-policy.pdf">goldcoast.qld.gov.au/documents/bf/Amenity-and-aesthetics-policy.pdf</a>	
The City's Advisory Notes for the Design and Siting of building and structures <a href="http://goldcoast.qld.gov.au/advisory-notes-4599.html">goldcoast.qld.gov.au/advisory-notes-4599.html</a>	
Adjoining owners comments <a href="http://goldcoast.qld.gov.au/documents/fa/neighbours-comments.pdf">goldcoast.qld.gov.au/documents/fa/neighbours-comments.pdf</a>	

2 – Referral Agency Assessment Express Application (please tick where applicable)		
This application results from a Council Show Cause Notice		
This application amends a previous Referral Agency Response for the same development on the same property.	AMND	
<b>If so:</b>		
Building Approval has not yet been issued by the Assessment Manager (Private Building Certifier).	MIN	
Or Building Approval has been issued by the Assessment Manager (Private Building Certifier).	MIN	
This application is required due to a request to extend the relevant period for the Building Approval	MIN	
The RAA express application does not amend a previous building approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The development will comply with the City's 'Advisory notes - Design siting of buildings and structures'	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is not a corner lot	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site has a minimum average width of 15 metres or more and an area greater than 450m2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is not adjacent to a canal or waterway including the ocean	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The development will not impact on any protected size vegetation (trees) or be within a statutory covenant area for environmental purposes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The proposed buildings will comply with the setback distance required from any water course or waterway as required by the City Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is not heritage listed and is not registered either within the Gold Coast Local Heritage Register or the Queensland Heritage Register	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The development will comply with the height requirements pursuant to the City Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The development will comply with the site coverage requirements pursuant to the City Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The development will not result in lengths of walls in one alignment within a setback area exceeding those required by either the City Plan or Queensland Development Code	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site must have a minimum site area of 1500m2 for any Amenity and Aesthetic assessments (excluding solar collector installations and house relocations), in addition to other RAA express criteria	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3 - Referral agency Assessment Minor application	
Existing application number	
City's reference file number	

**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)*

**Details of the request**

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

**4 - Type of referral agency assessment (please tick where applicable. ) Refer to Schedule 9 of the Planning Regulation 2017**

Division 2, Table 1, Item 1 – Amenity and aesthetic impact of particular building work <b>(see amenity &amp; aesthetics section below)</b>	A&A	
Division 2, Table 3, Item 1 – Design and siting - <i>Queensland Development Code</i> Parts MP1.1, 1.2 and 1.3 <b>(see Queensland Development Code section below)</b>	BRX	
Division 2, Table 3, Item 1 – Design and siting as per Section 33 of the <i>Building Act 1975</i> and the provisions of the <i>City Plan</i> . <b>(see City Plan section below)</b>	BRX	
Division 2, Table 7, Item 1 – Building work for removal or rebuilding <b>(see amenity &amp; aesthetics section below)</b>	ROR	
Division 3, Table 7, Item 1 – Building work in relation to a sewer, water main or stormwater drain - <i>Queensland Development Code</i> Part MP1.4 <b>(see Queensland Development Code section below)</b>	BRX	

**Plans and documentation (please tick to confirm attached)**

Plans and elevations enclosed are of a size and scale designated in the information notes	
Setback variations / development sought is clearly hatched or highlighted on the submitted drawings	
One copy of the completed application form and two sets of plans and supporting information are enclosed	
RAA express mandatory supporting information attached	

#### Amenity & Aesthetics Policy *(please tick where applicable)*

Does the development involve a detached Class 10 building or structure in association with a Class 1 dwelling where the Class 10 building/s have a **combined** gross floor area that exceeds the following:

more than 36m <sup>2</sup> on a site area under 800m <sup>2</sup> ;	
more than 54m <sup>2</sup> on a site area between 801m <sup>2</sup> and 2000m <sup>2</sup> ;	
more than 72m <sup>2</sup> on a site area between 2001m <sup>2</sup> and 4000m <sup>2</sup> ;	
more than 108m <sup>2</sup> on a site area between 4001m <sup>2</sup> and 8000m <sup>2</sup> ;	
more than 150m <sup>2</sup> on a site area between 8001m <sup>2</sup> and 40,000m <sup>2</sup> (4ha);	

#### Or the development is:

more than 4.5 metres in total height or has a mean height of more than 3.5 metres above natural ground level;	
a shipping container, railway carriage, truck and van body or the like on a site over 1500m <sup>2</sup> in area;	
a solar collector building/s (Class 10) or structure/s;	
a relocatable home (to be relocated to a site);	
roof mounted solar panels not parallel to or more than 300mm above the roof surface or closer than twice the distance between the underside of the solar panels and the roof from any roof edge.	

#### Queensland Development Code (QDC)

Which Acceptable outcome of the QDC is not complied with and how can the development demonstrate compliance with the Performance outcome? *(Attach additional pages as necessary.)*

#### City Plan

Which Acceptable outcome of the *City Plan* is not complied with and how can the development demonstrate compliance with the Performance outcome? *(Attach additional pages as necessary.)*

#### Declaration

I understand and acknowledge that:

- 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>	
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