

# Request for Referral agency assessment

Economy, Planning & Environment  
Planning Assessment  
City Development  
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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"/> | Shade sail  | <input type="checkbox"/> |
| Additions to an existing dwelling house   | <input type="checkbox"/> | Fence exceeding two (2) metres above natural ground level | <input type="checkbox"/> |
| Gatehouse                                 | <input type="checkbox"/> | Swimming pool   | <input type="checkbox"/> |
| Carport                                   | <input type="checkbox"/> | Relocatable home  | <input type="checkbox"/> |
| Garage                                    | <input type="checkbox"/> | Railway carriage  | <input type="checkbox"/> |
| Roofed patio                              | <input type="checkbox"/> | Shipping container  | <input type="checkbox"/> |
| Shed                                      | <input type="checkbox"/> | Solar collector buildings/structures                      | <input type="checkbox"/> |
| Retaining wall                            | <input type="checkbox"/> | Other   | <input type="checkbox"/> |
| Structure (e.g. unroofed pergola or deck) | <input type="checkbox"/> | *Specify  |                          |
| *Specify                                  |                          |   |                          |

## Fees

### 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> |

| Fee name  | Amount   |
|---|--|
| Request for Referral Agency Assessment  | \$959.00   |
| <i>RAA Express Application</i>  | \$719.00   |
| Siting Variations - Shade Sails and/or Gatehouses only                            | \$307.00   |
| Building Over Infrastructure (no other referral triggers)                         | \$672.00   |
| Amended application for specific development already endorsed                     | \$479.50 (50% of current variation – siting's fee) |
| Referral Agency Assessment (when Council is a referral agency for an application) | POA (based on a minimum fee of \$652.00)           |

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.

Information notes for Express Referral Agency Assessment Applications.

<http://www.goldcoast.qld.gov.au/revised-lodgement-requirements-for-referral-agency-assessment-applications-16902.html>

The City's Amenity and Aesthetics Policy

[goldcoast.qld.gov.au/documents/bf/Amenity-and-aesthetics-policy.pdf](http://goldcoast.qld.gov.au/documents/bf/Amenity-and-aesthetics-policy.pdf)

The City's Advisory Notes for the Design and Siting of building and structures

[goldcoast.qld.gov.au/advisory-notes-4599.html](http://goldcoast.qld.gov.au/advisory-notes-4599.html)

Adjoining owners comments

[goldcoast.qld.gov.au/documents/fa/neighbours-comments.pdf](http://goldcoast.qld.gov.au/documents/fa/neighbours-comments.pdf)

### 2 – Referral Agency Assessment Express Application (please tick where applicable)

|  |                              |                             |
|--|------------------------------|-----------------------------|
| The development is not subject to a Council Show Cause Notice or as constructed  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 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 meets the Express Checklist examples   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A Planning Report is provided addressing how the development meets Performance outcome 1 (building setbacks) for the zone; and/or, Amenity and Aesthetics Policy and/or Queensland Development Code (MP1.1 or MP1.2) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Current dated coloured photographs   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Current aerial photography   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

### 3 - Referral Agency Assessment Amended Application

|  |      |  |
|--|------|--|
| 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  |  |
| Existing application number  |      |  |
| City's reference file number   |      |  |

### Details of the request

Condition number

Description of requested change to condition

Justification for change

*(Please provide reasoning)*

### Details of the request

Please provide any relevant history of the application

*(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<br><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<br><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> .<br><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 <b>combined</b> 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);   |  |
| <b>Or the development is:</b>   |  |
| 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*.

**Signature**

**Date**