

# Information notes for Referral Agency Assessment applications

Low risk applications may be lodged as an *Express Referral Agency Assessment Application* which have a 5 business day assessment period and attract a reduced application fee based on a higher level of supporting information being provided with the application. An Express application must be lodged using the electronic *SmartForm* that can be located on the City of Gold Coast (City) website.

## Required documents checklist

Failure to provide the following information at time of lodgement will result in a standard Referral Agency Application, where the applicant will be required to pay full fees, therefore resulting in a longer assessment period.

- ✓ **Electronic lodgement** – All Express applications are to be via electronic lodgement;
- ✓ **Forms** (combined as one single PDF) Application form – Use of the current Referral Agency Assessment Application form that may be obtained from the City’s website;
- ✓ **Drawings and Plans** (combined as one single PDF)
  - Lodgement of relevant accurate and dimensioned drawings scaled at A3;
  - Drawings are to include –
    - all existing and proposed buildings and structures, and
    - all existing and proposed vegetation / landscaping and
    - all existing and proposed driveways / vehicle crossings;
  - The drawings will need to show a north point and suitable references (e.g. title, date, version and draftsperson)
  - Drawings are to include –
    - fully dimensioned site plan (minimum scale of 1:200) indicating setbacks measured to outermost projection for all existing (where relevant) and proposed building work/s;
    - fully dimensioned elevation/s, and section/s where necessary, indicating building heights above the natural ground level (at all relevant outermost projections);

A natural ground level “line” (“assumed” if necessary) is to be included as part of the elevation(s) / section(s).

    - floor plan/s as necessary;
    - an accurate site cover figure, expressed as a percentage.
- ✓ **Specialist reports** (combined as one single PDF)  
Referral Agency Assessment Report – Justifying how the proposal satisfies:
  - Performance Outcome 1 (Setbacks) of the relevant zone code; and/or
  - Amenity and Aesthetics Policy; and/or
  - Queensland Development Code (MP1.1, MP1.2).
- ✓ **Supporting documents** (combined as one single PDF)
  - Lodgement of current (dated) coloured photographs clearly indicating the location of the proposal, adjoining properties, streetscape and immediate surrounds. Details showing where the photograph was taken from (and from what direction) are also required. Google Street photographs or similar are not acceptable; and
  - Lodgement of current aerial photography clearly showing the proposal in relation to adjoining properties and the surrounding locality; and
  - Positive written comment/s submitted from all affected adjoining owner’s (where required); and

- Any related correspondence or emails with the City regarding the matter.
- ✓ **Application fee** – Payment of the prescribed application fee that may be obtained from the City's website.

## Acceptable Development Types for Express

An Express application may comprise one or a combination of the developments listed below. This applies to existing or new Dwelling houses.

- ✓ **Gatehouse**  
Must comply with the design requirements contained in the Design and Siting requirements for buildings and structures assessed by the City of Gold Coast as a Referral Agency.
- ✓ **Open carport or Shade Sails**  
Must comply with the design requirements contained in the Design and Siting requirements for buildings and structures assessed by the City of Gold Coast as a Referral Agency.
- ✓ **Portico / Porch**  
Being single level within the road front boundary setback clearance area with a minimum setback of 4.5 metres.
- ✓ **Roofed patio / Pergola** (open on sides)  
Must be no greater than 2.4 metres in height within the side or rear boundary setback clearance area where positive written comment is submitted from the affected adjoining owner/s. Use of the City's adjoining owner/s template is preferred.
- ✓ **Garage** (attached to a Dwelling)  
Must be located outside of a road front boundary setback clearance area with maximum length of 9 metres and maximum height of 3 metres above natural ground level within the setback area, where positive written comment is submitted from the affected adjoining owner/s. Includes 'built to boundary' (zero metres) to the side property boundary. Use of the City's adjoining owner/s template is preferred.
- ✓ **Detached sheds (Class 10 buildings) – Siting variations**  
**Low / Medium density residential zones only**  
Must be a minimum 600mm from the side and rear boundary, maximum height of 2.4m above the natural ground level, and is subject to adjoining owner/s "support". Use of the City's adjoining owner/s template is preferred.
- ✓ **Detached sheds (Class 10 buildings) – A & A assessment**  
Must not exceed the Amenity and Aesthetics Policy Express floor area thresholds shown in the following table, must have a maximum height no greater than 4.5 metres above natural ground level or a mean height no more than 3.5 metres above natural ground level, and must comply with the underlying zone "Acceptable Outcomes" building setbacks.

Site Area	Class 10 building/s combined floor area of more than	Express application combined floor area thresholds
Under 800m <sup>2</sup>	36m <sup>2</sup>	45m <sup>2</sup>
801m <sup>2</sup> – 2000m <sup>2</sup>	54m <sup>2</sup>	81m <sup>2</sup>
2001m <sup>2</sup> – 4000m <sup>2</sup>	72m <sup>2</sup>	108m <sup>2</sup>
4001m <sup>2</sup> – 8000m <sup>2</sup>	108m <sup>2</sup>	162m <sup>2</sup>
8001m <sup>2</sup> – 40,000m <sup>2</sup>	150m <sup>2</sup>	225m <sup>2</sup>
Over 40,000m <sup>2</sup>	Exempt – no <i>Referral Agency Application</i> is required	

- ✓ **Boundary fences**  
Must be no greater than 2.5 metres above natural ground level on / along a rear and / or side boundary. Positive written comment/s from the affected adjoining neighbouring property owner/s required. Use of the City's adjoining owner/s template is preferred.

## Unacceptable Development Types for Express

The proposal complies with City of Gold Coast – City Plan regarding the following:

- Site coverage;
- height / storey requirements;
- the required setback distance from any canal, water course, waterway or ocean; and
- land use (i.e. not a Secondary dwelling, Dual occupancy, Multiple dwelling etc).

The proposed works must not trigger referral to the City for assessment against MP1.4 of the Queensland Development Code with respect to building work in relation to a sewer, water main or stormwater drain.

The proposal must not have Compliance Action Notice issues – The site is not subject to a Show Cause Notice or an Enforcement Notice.

The proposal must not have an existing approved land use – The site does not have an existing approved land use for example, Dual occupancy, Multiple dwellings, Commercial, Industrial etc.

Subject building work/s must not be “as-constructed” – The proposal is not built / as-constructed.

The proposal must comply with a Protected vegetation / Environmental Covenant – The proposal will not impact on any protected size vegetation (trees) or be within a statutory covenant area for environmental purposes.

## Requirements for the written consent of the owner of the premises

### Written consent of the owner of the premises

All current registered owners must provide written consent.

Where a change of ownership of the premises has occurred within the last 6 months, a copy of the solicitor's letter or title documentation advising the transfer date is recommended to be submitted with the application.

Where a power of attorney has been granted authority to sign for an owner, a certified / signed copy of the power of attorney documentation including dealing numbers is recommended to be submitted with the application.

Where the owner is a **company or corporation**, written consent is required as follows:

- a the ACN number; and
- b the names, titles and signature(s) of
  - two directors of the company, or
  - a director and the company secretary, or
  - the sole director plus written confirmation that the company has only one director.

Where the owner includes a **body corporate**, written consent is required as follows;

- a the body corporate seal; and
- b a body corporate
  - resolution providing written consent to the making of the application, including the names, titles and signature(s) of the chairperson and one member, or
  - letter of written consent to the making of the application including the names, titles and signature(s) of the chairperson and the secretary, or
  - letter of written consent to the making of the application from each lot / unit owner included in the body corporate.

### Other ownership arrangements

- Leased land – the lessors of the land must give owner's consent.
- Dedicated parkland – the owner or the trustee, within the terms of the trust or reserve, must give owner's consent.

## Further assistance

Further assistance regarding the making of a *Referral Agency Assessment Application* or related matter can be obtained by contacting the City's Planning Enquiries Centre on telephone 07 5582 8708 or online at

[www.goldcoast.qld.gov.au](http://www.goldcoast.qld.gov.au)