

Express Development Application (Express DA) Pre-submission request form

Economy, Planning & Environment
City Development

Fast Track

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Privacy statement

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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.

Purpose of this form

The purpose of this form is to lodge a request for pre-submission under the Express DA process. Pre-submission is mandatory for all potential Express DA applications. Pre-submission is an opportunity to facilitate a collaborative approach between the applicant and the City to support good planning outcomes in line with the City Plan.

Applicant details

Name			
Postal address			
Primary phone		Alternative phone	
Facsimile		Email	

Property details

Lot number		Registered plan number	
Property address			
What zone is the site located within?			

Proposal details

Is the application a Material change of use (MCU) or a Reconfiguring a lot (ROL)?	<input type="checkbox"/> MCU	<input type="checkbox"/> ROL
Is the application a Minor change application or an Other change application to a previous Express DA?	<input type="checkbox"/> Minor change	<input type="checkbox"/> Other change <input type="checkbox"/> Not applicable
If the application is a Minor change or Other change application what is the originating application number? If not applicable please leave blank.		
Is the application Code assessment or Accepted to Code assessment?	<input type="checkbox"/> Code	<input type="checkbox"/> Accepted to Code
What is the proposed land use?		
Please provide a brief overview of proposal below.		

Fees
There are no fees associated with this service.

Application checklist	
Have you reviewed all relevant assessment benchmarks within City Plan and identified all applicable overlays?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Further information may be required, increasing the amount of time required to review your pre-submission request.)
Is the application one of the eligible Express DA development application types as outlined in the Applicant Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No (This application will not be accepted as an Express DA.)
Have you read and ensured the application satisfies all relevant eligibility requirements as outlined in the Applicant Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No (This application will not be accepted as an Express DA.)
Where the subject site is identified on the Flood overlay map – has the application been completed a Flood conveyance check? <i>If yes, please provide the Flood Conveyance check response email confirming the development does not impact on flood conveyance.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No (The requested Pre-submission review will not be undertaken until the Flood conveyance check has been completed.)
Has all the required supporting information outlined below been prepared and included within the submitted material?	<input type="checkbox"/> Yes <input type="checkbox"/> No (The requested Pre-submission review will not be undertaken until all the required material is provided.)

Supporting Information required to complete your request	
Required supporting information	Tick if provided
1. Completed Planning report template The planning report template must be completed as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
2. Completed Code templates The code templates must be completed as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
3. Floor drawing The floor drawing/s must contain all required information as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
4. Site drawing The site drawing/s must contain all required information as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
5. Elevation drawing/s Elevation drawing/s for all building and/or structures (proposed and existing) must contain all required information as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
6. If the development is for a Reconfiguring a lot application – Plan of subdivision. Proposed reconfiguring a lot plans must contain all required information as per the Express DA – Applicant Guidelines.	<input type="checkbox"/>
7. A Statement of Landscape intent plan A Statement of landscape intent is prepared and submitted as per the Express DA – Applicant Guidelines. <i>(Please note: a statement of landscape intent is not required for all land uses, however, it is strongly encouraged. Please refer to the General development provisions code for further details).</i>	<input type="checkbox"/>
8. All required specialist reports All required specialist reports are to be provided as per the applicants guidelines and the City Plan. Please list all the submitted specialist reports in the field to the right.	<input type="checkbox"/>
<p>Advisory note – For certain Express DA application types, an initial water and waste water infrastructure capacity analysis will be undertaken by City officers. This analysis will determine if a detailed water and waste water infrastructure capacity analysis, to be undertaken by the applicant, is required. Where a detailed water and waste water infrastructure capacity is required, the proposed development is not eligible for assessment under the Express DA process.</p> <p>This applies to all Express DA application types, except for:</p> <p>Material change of use:</p> <ul style="list-style-type: none"> • Dwelling house if involving a partial third storey • Dwelling house if involving a secondary dwelling 	

Supporting Information required to complete your request

- Dual occupancy
- Dual occupancy if involving a partial third storey
- Dual occupancy if involving an addition

Reconfiguring a lot

- Access easement.
- Boundary realignment.
- Community title subdivision (up to 3 lots).
- Freehold subdivision (up to 3 freehold lots).

Declaration

I declare:

- The information provided in this form is complete and correct
- I have read the privacy notice
- I have provided all necessary information
- I acknowledge this review may determine the proposed application may not be accepted as an Express DA application.

Signature

Date

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>