

# Application for a material change of use (MCU) and/or reconfiguring of lots (ROL)

**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/lodgeda](http://cityofgoldcoast.com.au/lodgeda)

\* Indicates the field is mandatory

## Request type (Please select)\*

Material Change of use

Proposed use

## Reconfiguration of Lot

Proposed use

Access easement (AE)	Boundary realignment (BR)	Community title (CT)
Freehold subdivision (FRE)	Management lot subdivision (MAG)	Miscellaneous (MIS)
Subdivision by lease (LE)	Volumetric subdivision (VOL)	

## Category of assessment (Please tick one)\*

Preliminary Code Impact

## Pre Lodgement meeting held (Please tick one)\*

Yes (Please attach minutes)  Yes  No

## Property information\*

What is the funding source for the proposed development?\*  Domestic  International

**Note:** The funding source will be determined by the location of the proposed development owner's main head office.

What is the cost (\$AUD) of the proposed development? AUD \$

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

## Fees\*

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

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.

## Office use only

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

Application for material change of use and/or reconfiguration of a lot

Application details*	
Is there a requirement for this proposal to be referred to the State Assessment and Referral Agency (SARA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any development infrastructure (refer to Chapter 4 of the <i>Planning Act 2016</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the subject site inside the Priority Infrastructure Area refer to Council's Local Government Infrastructure Plan (LGIP) <a href="http://cityofgoldcoast.com.au">cityofgoldcoast.com.au</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the proposed trunk infrastructure identified as trunk infrastructure in the LGIP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the proposed infrastructure is in the LGIP 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Identify which type/s of new and/or upgraded trunk infrastructure is proposed:	<input type="checkbox"/> Water <input type="checkbox"/> Sewerage <input type="checkbox"/> Transport <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide comments:	
<i>(Please provide details)</i>	
Do you intend to apply for an Infrastructure Agreement relating to the delivery of trunk infrastructure?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's consultancy business names	
<i>(Please complete each field or type N/A)</i>	

Applicant <i>(including company directors)</i>	
Planning consultant	
Architect	
Traffic engineer	
Acoustic consultant	
Waste management consultant	
Infrastructure and hydraulic engineer	
Wind engineer	
Economic consultant	
Community engagement consultant	
Landscape architect	
Surveyor	
Others:	

This information is being collected to assist Councillors and Council officers manage conflicts of interest related to the application in accordance with the requirements of the *Local Government Act 2009*.

Land owners including directors*	
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Land Owners	
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Application for material change of use and/or reconfiguration of a lot

Section 1 – Forms*	
<b>State Government Forms</b>	
Form 1	
<b>Council's Forms</b>	
Form application for a material change of use or reconfiguring of lot	
Infrastructure charge proposal summary	
If the infrastructure charge proposal summary is not applicable, provide reasoning below:	
<i>(Please provide reasoning)</i>	
<b>Section 2 – Supporting documents</b>	
Planning assessment report	
Proposal details including covering letter, site analysis plan, planning assessment report, any alternate outcomes proposed and conclusion (if impact assessable address the Strategic framework).	<input type="checkbox"/>
Economic needs analysis (material change of use only)	<input type="checkbox"/>
Visual impact analysis (material change of use only)	<input type="checkbox"/>
Provide a photo montage or perspective of the proposed development.	
Assessment benchmarks Code templates are available from - <a href="http://cityofgoldcoast.com.au/planningourcity">cityofgoldcoast.com.au/planningourcity</a>	<input type="checkbox"/>
The relevance of these codes can be identified by using the City plan interactive mapping tool on Councils website.	
<b>Section 3 – Plans and drawings</b>	
<b>Material Change of Use</b>	
<ul style="list-style-type: none"> <li>• Floor plans and elevations</li> <li>• Site plan</li> <li>• Site analysis plan</li> </ul>	
<b>Reconfiguration of Lots</b>	
<ul style="list-style-type: none"> <li>• Subdivisional proposal plan (site plan)</li> <li>• Slope analysis plan</li> <li>• Building envelope plan</li> <li>• Proposed earthworks plan</li> <li>• Site Analysis plan</li> </ul>	<input type="checkbox"/>
Other drawings/photographs relevant to the development	
<i>(Please provide details)</i>	
<b>Section 4 – Specialist reports (as applicable)</b>	
Statement of landscape intent	<input type="checkbox"/>
Bushfire management plan	<input type="checkbox"/>
Waste management	<input type="checkbox"/>
Acoustic report	<input type="checkbox"/>
Traffic impact assessment	<input type="checkbox"/>
Stormwater management plan	<input type="checkbox"/>
Effluent disposal areas	<input type="checkbox"/>
Ecological assessment	<input type="checkbox"/>
<i>(Please provide details)</i>	

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**Declaration\***

I understand and acknowledge that:

- by making this application/request, I the applicant, declare that the owner has given written consent to the making of this application
- 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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