

# Application for infrastructure offset agreement, infrastructure payment deferral or not-for-profit rebate request

Planning & Environment  
Contributed Assets  
City Development

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## 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.

Section 1 – Please complete this section			
<b>Application details</b>			
Approval date		Application number	
File reference number			
<b>Applicant details</b>			
Organisation name		Contact person	
Postal address			
Email			
Phone number		Mobile number	
Signature of applicant		Date	
<b>Registered property owner (or delegate duly authorised to sign legal documents on behalf of the registered owner)</b>			
Person or company name			
Postal address for correspondence			
Australian company number (ACN)		Australian business number (ABN)	
Email			
Phone number		Mobile number	
<b>Property details (owner's consent for all properties subject to this application must be attached)</b>			
Lot number		Registered plan number	
Property address			
Estate name			

Fees	
Fee name [✓] please tick applicable fee(s)	Amount
<input type="checkbox"/> Infrastructure offset (complete section 1, 2 & 3)	\$ 724.00
<input type="checkbox"/> Infrastructure deferral (complete section 1, 2 & 4)	\$ 724.00
<input type="checkbox"/> Not-for-profit rebate request (complete section 1 & 5)	n/a

These fees are in accordance with Council's regulatory fees and non-regulatory charges. A copy of Council's regulatory fees and non-regulatory charges can be found on Council's website [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

## Payment options

- Business partner account (BP) – please complete details below
- Cheque or credit card at any of Council's branch offices. For branch office locations and operating hours, please refer to Council's website [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)
- Cheque or money order by post to City of Gold Coast PO Box 5042 Gold Coast MC QLD 9726. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted.

**Please be advised that payment by credit card will incur a surcharge.**

Business partner name		Business partner number	
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Office use only			
Date received		Fee paid	
Received by		Receipt number	
Application number	ICN/AGR	Application number	ICN/DEF

Section 2 – Complete this section for infrastructure offset and deferral agreements	
<b>Covering of the City’s costs (this section <u>must</u> be completed)</b>	
The applicant confirms:	
<ul style="list-style-type: none"> <li>• coordination and development of the infrastructure agreement and all associated legal costs will be borne by the applicant at no cost to Council</li> <li>• the agreement (excluding deferrals) relates only to infrastructure offsets.</li> </ul>	
Applicant name	
Signature of applicant	

Section 3 – Complete this section for infrastructure offset agreements		
<b>Network(s) subject to infrastructure offset agreement</b>		
<input type="checkbox"/> Water	<input type="checkbox"/> Sewerage	<input type="checkbox"/> Stormwater
<input type="checkbox"/> Transport	<input type="checkbox"/> Recreation facilities	
<b>Purpose of agreement</b>	<b>Description of infrastructure</b>	
<input type="checkbox"/> Land		
<input type="checkbox"/> Works		

<b>Supporting information</b> (please attach your infrastructure charge notice)
Attach further sheets for any additional information, if necessary.

Security bond
If the infrastructure has not been completed by plan sealing:
<ul style="list-style-type: none"> <li>• 120% of the cost of the infrastructure will be secured in a bond agreement, in the form of a bank guarantee</li> <li>• no bond will be released until demonstration of relevant compliance is provided</li> <li>• no bond will be released until the infrastructure has been accepted on maintenance by Council.</li> </ul>

Section 4 – Complete this section for payment deferral agreements
<b>Deferral justification</b>
Are you seeking deferral of your infrastructure charges payment due to extenuating circumstances?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please outline the extenuating circumstances and provide relevant documentation from your financier which should be considered by Council in determining whether to enter into a deferral agreement.
What form of financial security will be provided in order to minimise Council’s risk for the deferral of the payment of infrastructure charges? Please attach the relevant documentation (note Council will usually require a bank guarantee for 105% of the amount of the charge to be deferred).

Financier liaison			
Do you give permission for Council to liaise with your financier for the purpose of verification of extenuating circumstances?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide below contact details of your financier.			
Organisation name		Contact person	
Postal address			
Primary phone		Alternative phone	

Section 5 – Complete this section for not-for-profit rebate request	
Development details	
Nature of development	
Evidence supplied.	
Proof of not-for-profit status (see evidentiary requirements for details of acceptable evidence)	
Provide details and attach documentation	

Section 6 – Where to send your completed application	
Postal	
Economy, Planning & Environment Contributed Assets City Development PO Box 5042 GOLD COAST MC QLD 9726	
Email	
E <a href="mailto:infrastructurecompliance@goldcoast.qld.gov.au">infrastructurecompliance@goldcoast.qld.gov.au</a>	

<p><b>How to fill out this form</b></p>
<p><b>Use of this form</b></p> <p>Use this form to request Council to enter into an infrastructure offset agreement and/or deferral agreement.</p> <p>Use this form if you are a not-for-profit community group and wish to request a rebate on the developer contribution charges that you will be requested to pay for a development.</p>
<p><b>Fees</b></p> <p>Fees must accompany form – Credit Card payment by fax or phone is <u>not</u> available.</p> <p>Council's fee for an application for an infrastructure offset agreement or infrastructure payment deferral is in accordance with Council's register of fees and charges.</p> <p><b>Please note that no fees are associated with a not-for-profit rebate request</b></p>
<p><b>Applicant details</b></p> <p>Where you have an existing approval number for your development application, include it in the space provided. Absence of information may result in delays.</p>
<p><b>Supplier information</b></p> <ul style="list-style-type: none"> <li>• If your trading name is not registered with your ABN as shown on the Australian Business Register and is different from your company name, a copy of your Business Name Registration Certificate from the Office of Fair Trading is required. Please go to <a href="http://abr.business.gov.au">abr.business.gov.au</a> to check your details.</li> <li>• If you do not have an ABN please complete an ATO 'Statement by Supplier' form. This can be obtained by downloading the form from <a href="http://ato.gov.au">ato.gov.au</a></li> </ul> <p>If legal name is a trust, please indicate trustee for the trust. This must be an individual name or Pty Ltd company.</p>
<p><b>Property details</b></p> <p>Provide the lot and plan details, the address and property division of the properties you are considering developing.</p>
<p><b>Network(s) subject to infrastructure offset agreement</b></p> <p>Please select the networks that relate to the infrastructure charges you are entering into an agreement for.</p>
<p><b>Supporting information</b></p> <p>Please add any additional information that will help the assessing officer understand what you want to achieve by entering into an agreement.</p>
<p><b>Criteria for eligibility</b></p> <p>In accordance with <i>the Planning Act 2016</i> section 122 Agreements about payment or provision instead of payment allows Council and the recipient of an Infrastructure Charge Notice to enter into a written agreement about either or both of the following;</p> <p>(a) whether the levied charge under the notice may be paid other than as required under section 121 of the <i>Planning Act 2016</i> including whether it may be paid by instalments;</p> <p>(b) whether infrastructure may be provided instead of paying part or all of the charge.</p>
<p><b>Evidentiary requirements (not-for-profit rebates)</b></p> <p>Provide details of the evidence you are using to provide your not-for-profit and incorporated/registered status. Suitable evidence must include:</p> <ul style="list-style-type: none"> <li>• a copy of the articles of association for your group as incorporated under the <i>Associations Incorporation Act 1981</i></li> <li>• a copy of the relevant constitution and proof of registration number under the appropriate act if your group is a charity registered under the <i>Collections Act 1966</i>.</li> </ul> <p>Copies of the relevant documents must be attached to this application form.</p>
<p>Please note that the information requested by you will be extracted from Council records in response to your request. Council records do not necessarily reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications will not be able to rely upon the information supplied for the purpose of determining whether any particular facts or circumstances exist and Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied will be included in the information supplied. The information requested from you will be used to assess your request for a subsidy allocation and will be recorded in a register. The information may also be used by Council to review the effectiveness of this economic initiative.</p>