

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



<b>Purpose</b>	This application form is required for building works where Council is a referral agency to a development application under Schedule 9, Part 3, Division 2, Table 1, Table 3 and/or Division 3, Table 7 of the <i>Planning Regulation 2017</i> . Use this application if you need Council approval to build closer than permissible to the property boundary (a siting relaxation), or over or adjacent to infrastructure (e.g. water or sewer pipes).			
<b>Description of land</b>	Street address _____ Suburb _____ State _____ Post code _____ Lot on plan description _____			
<b>Applicant details</b>	Full name _____ Postal address _____ Suburb _____ State _____ Post code _____ Contact phone number _____ Email address _____			
<b>Property owner's details</b> <small>Attach information if there is more than one property owner</small>	Are you the property owner? <input type="checkbox"/> Yes – continue to the next section <input type="checkbox"/> No - complete the details below Do you have the property owner's consent to lodge this application? <input type="checkbox"/> Yes <input type="checkbox"/> No Property owner/s name/s _____ Postal address _____ Suburb _____ State _____ Post code _____ Contact phone number _____ Email address _____			
<b>Building certifier details</b>	Have you lodged this application with a building certifier? <input type="checkbox"/> No – continue to the next section <input type="checkbox"/> Yes – complete the details below Building certifier name _____ Postal address _____ Suburb _____ State _____ Post code _____ Contact phone number _____ Email address _____			
<b>Details of proposed building works</b>	_____ _____ _____			
<b>Office use only</b>	Date	Application number	Amount	Receipt number

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



<p><b>Applicable Queensland Development Code</b></p>	<p>Which part of the Queensland Development Code (QDC) is applicable to the proposal? <b>Note:</b> You may need to tick more than one box if a siting relaxation also includes building over services.</p> <p><input type="checkbox"/> QDC MP1.1: Design and siting standard for single detached housing - on lots under 450m<sup>2</sup></p> <p><input type="checkbox"/> QDC MP1.2: Design and siting standard for single detached housing - on lots 450m<sup>2</sup> and over</p> <p><input type="checkbox"/> QDC MP1.3: Design and siting standard for duplex housing</p> <p><input type="checkbox"/> QDC MP1.4: Building over or near relevant infrastructure services</p> <p><input type="checkbox"/> Other i.e. Relaxation of Building envelope, plan of development or Townsville City Plan</p>
<p><b>Site relaxation type</b></p>	<p>What type of relaxation are you seeking? Complete the relevant application form sections.</p> <p><input type="checkbox"/> Road frontage encroachment</p> <p><input type="checkbox"/> Side and/or rear boundary encroachment</p> <p><input type="checkbox"/> Exceeds the height requirement</p> <p><input type="checkbox"/> Exceeds the site coverage</p> <p><input type="checkbox"/> Other (please specify) _____</p> <p>_____</p>
<p><b>Road frontage encroachment</b> If relevant</p>	<p>How has the proposed structure been designed so that it integrates with the existing dwelling and the streetscape? (i.e. describe the size, roof type, open structure, colours, materials and of those in the street)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Discuss how the proposed boundary setbacks are appropriate for the proposed structure with reference to neighbouring buildings or structures. (Suggestions: similar setbacks in the street, distance to neighbouring habitable rooms, etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Discuss how the proposed location does not interfere with the outlook and views of neighbouring residents.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



## Road frontage encroachment continued

Discuss how the proposed structure does not cause nuisance or impact on public safety.

---

---

---

---

Does the proposal require a road works permit?

- Yes  
 No

Are there any infrastructure services along the frontage of the property? (e.g. stormwater inlet pits, power poles, Telstra pits, water meter)

- Yes – provide details on the site plan  
 No

Are there any easements, sewers or other Council infrastructure traversing the property?

- Yes – provide details on the site plan  
 No

## Side and/or rear boundary encroachment

If relevant

Describe how the proposed building/structure will still allow for adequate daylight and ventilation to habitable rooms on your property and on any neighbouring properties (suggestions: adequate distance to habitable rooms, the structure is open/semi open, position on the lot for breeze, does not overshadow, etc.)

---

---

---

---

Describe how the proposed structure would not impact on the amenity and privacy of residents on neighbouring properties (suggestions: location in relation to views from adjoining lots, location in relation to private outdoor spaces/habitable rooms on adjoining buildings/structures, consideration of height and design features, etc.)

---

---

---

---

Are there any easements, sewers or other Council infrastructure traversing the property?

- Yes – provide details on the site plan  
 No

## Exceed the height requirement

If relevant

What is the total height of the structure from natural ground level to the outermost projection?

---

---

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



<b>Exceed the height requirement continued</b>	<p>What is the reason for exceeding the height requirement? (Suggestions: slope or terrain of the land)</p> <hr/> <hr/> <hr/> <hr/> <p>Provide details on how the additional height does not overshadow any adjoining houses/</p> <hr/> <hr/> <hr/> <hr/> <p>How will the structure not obstruct the outlook from adjoining properties? (Suggestions: Roof design and pitch, location on site, slope of the land, direction of available views)</p> <hr/> <hr/> <hr/> <hr/>
<b>Exceed site coverage</b> If relevant	<p>What site coverage is proposed?</p> <hr/> <hr/> <p>Discuss how adequate open space is still provided for recreation, service facilities and landscaping on the property.</p> <hr/> <hr/> <hr/> <hr/>
<b>Other</b> If relevant	<p>Which Acceptable Solution does the proposal not comply with? (Alternatively describe why you need a concurrence agency referral approval).</p> <hr/> <hr/> <hr/> <hr/>

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



<b>Other continued</b>	Demonstrate how the proposal achieves the relevant Performance Criteria or Outcome. <hr/> <hr/> <hr/> <hr/>
<b>Building over services</b> If relevant	Describe how your development will be building over or near Council infrastructure. <hr/> <hr/> <hr/> <hr/> Describe why your development needs to be located over or near Council infrastructure. <hr/> <hr/> <hr/> <hr/>
<b>Attachments</b>	Please indicate which documents you are including with this application. <b>Mandatory documents</b> <input type="checkbox"/> Copy of site plan (Include the proposed structure and any existing buildings on site, setbacks to all boundaries, road frontages, infrastructure on site and road frontage) <input type="checkbox"/> Copy of elevations (Include the total height of the structure and at the outermost projection from the natural ground level) <b>Optional documents</b> <input type="checkbox"/> Copy of floor plan <input type="checkbox"/> Building envelope plan (if applicable) <input type="checkbox"/> Form 15 and supporting technical documents (if applicable to building over services) <input type="checkbox"/> Other supporting information (e.g. site photos, adjoining owner's consent, etc.)
<b>Applicant declaration</b>	I declare that the information provided on this form and attachments is true and correct in every detail. Signature _____ Date _____

# REFERRAL AGENCY RESPONSE APPLICATION – SITING RELAXATIONS AND BUILDING OVER SERVICES

Planning Act 2016  
Planning Regulation 2017



## Payment

Payment must be made prior to assessment being undertaken

- In person**
- » 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)).
  - » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central – card payments only.
- Credit card by phone** - Phone (07) 4727 9425 to pay the application fee  
(Visa or MasterCard payments are subject to a 0.5% payment processing fee)
- Charge to my account** with Townsville City Council
- Account name \_\_\_\_\_ Account number \_\_\_\_\_
- Customer reference (optional) \_\_\_\_\_

## Privacy collection statement

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. The information will be used to process this application for a referral agency response, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## Submit the form

- By email:** [developmentassessment@townsville.qld.gov.au](mailto:developmentassessment@townsville.qld.gov.au)
- By mail:** Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.
- In person:** Present your application at a Customer Service Centre located at:
- » 103 Walker Street, Townsville City
  - » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central