

# Referral Agency Response Application



## Siting Relaxations and Building Over Services

For referrals against the Queensland Development Code MP 1.1, 1.2, 1.3 and 1.d

This application form is required for building works when council are 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 *Planning Regulation 2017*. These applications are commonly referred to as a 'siting relaxation request' or a 'building over services request'.

*The fee for lodging a Referral Agency Response Application is currently prescribed under the Planning and Community Engagement Fees and Charges Schedule.*

**Please note:** Proposed building works can also be affected by a zone or overlay under the Townsville City Plan and may require a further development application to be lodged with council for approval. If required, a development application can be lodged in combination with this referral agency response application.

### Description of Land

Street address: \_\_\_\_\_

Lot on plan description: \_\_\_\_\_

### Applicant details

Applicant name(s) (Individual or company full name): \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you wish to receive correspondence for your application electronically (via email)?  Yes  No

Are you the property owner?  Yes  No

If **No**, do you have the owner's consent to lodge this application?  Yes  No

*If you are not the property owner, please provide the property owner details below.*

### Property owner details

Full name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email address: \_\_\_\_\_

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Have you lodged this application with a building certifier?

Yes

No

If you answered **Yes**, please complete the details of your building certifier below.

## Certifier details

Certifier name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address: \_\_\_\_\_

## 1. Details of the proposed building works:

## 2. Which part of the Queensland Development Code (QDC) is applicable to the proposal?

**Note:** You may need to tick more than one box if a siting relaxation also includes building over services.

- a. QDC MP1.1: Design and siting standard for single detached housing - on lots under 450m2  
*Continue to question 3*
- b. QDC MP1.2: Design and siting standard for single detached housing - on lots 450m2 and over  
*Continue to question 3*
- c. QDC MP1.3: Design and siting standard for duplex housing  
*Continue to question 3*
- d. QDC MP1.4: Building over or near relevant infrastructure services  
*Continue to questions 9 and 10*
- e. Other i.e. Relaxation of Building envelope, plan of development or Townsville City Plan.  
*Continue to question 3*

## 3. What type of relaxation are you seeking?

- Road frontage encroachment (*Answer questions 4 and 10*)
- Side and/or rear boundary encroachment (*Answer questions 5 and 10*)
- Exceeds the height requirement (*Answer questions 6 and 10*)
- Exceeds the site coverage (*Answer questions 7 and 10*)
- Other (please specify) (*Answer questions 8 and 10*)

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## 4. Road frontage encroachment

a) 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)

b) 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.)

c) Discuss how the proposed location does not interfere with the outlook and views of neighbouring residents.

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

e) Does the proposal require a road works permit?  Yes  No

f) Are there any infrastructure services along the frontage of the property? (e.g. stormwater inlet pits, power poles, Telstra pits, water meter)  Yes  No

*If you answered **Yes**, please provide details on the site plan.*

g) Are there any easements, sewers or other council infrastructure traversing the property?  Yes  No

*If you answered **Yes**, please provide details on the site plan.*

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## 5. Side and/or rear boundary encroachment

a) 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.)

b) 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.)

c) Are there any easements, sewers or other council infrastructure traversing the property?

Yes

No

*If you answered **Yes**, please provide details on the site plan.*

## 6. Exceed the height requirement

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

b) What is the reason for exceeding the height requirement? (Suggestions: slope or terrain of the land)

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c) Provide details on how the additional height does not overshadow any adjoining houses

d) 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)

## 7. Exceed site coverage

a) What site coverage is proposed?

b) Discuss how adequate open space is still provided for recreation, service facilities and landscaping on the property.

## 8. Other

a) Which Acceptable Solution does the proposal not comply with? (Alternatively describe why you need a concurrence agency referral approval).

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b) Demonstrate how the proposal achieves the relevant Performance Criteria or Outcome.

## 9. Building Over Services

a) Describe how your development will be building over or near council infrastructure.

b) Describe why your development needs to be located over or near council infrastructure.

## 10. Attached documentation

### *Mandatory documents*

- 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)
- Copy of elevations (Include the total height of the structure and at the outermost projection from the natural ground level)

### *Optional documents*

- Copy of floor plan
- Building envelope plan (if applicable)
- Form 15 and supporting technical documents (if applicable to Building Over Services)
- Other supporting information (e.g. site photos, adjoining owner's consent, etc.)

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## SECTION 5: PAYMENT OPTIONS

Select the payment option you would prefer:

- Pay at counter upon lodgement
- Cheque
- Credit card: We will contact you to arrange payment over the phone
- Account holder: Ticking this box authorises the fee to be charged to your account

Reference (if any): \_\_\_\_\_

Other \_\_\_\_\_

## LODGEMENT OPTIONS

Applications may be lodged via:

Email: [developmentassessment@townsville.qld.gov.au](mailto:developmentassessment@townsville.qld.gov.au)

Mail: PO Box 1268 TOWNSVILLE QLD 4810

In person: Customer Service Centre  
103 Walker Street  
Townsville City, 4810

Office hours: Monday - Friday, 8:30am - 5:00pm

### OFFICE USE ONLY

Date received: \_\_\_\_\_ Application number: \_\_\_\_\_