

## SITING RELAXATION (REFERRAL AGENCY RESPONSE)

Also known as:

- Siting relaxation
- Siting variation
- Siting dispensation
- Referral agency response
- Concurrence agency response (CAR)
- Building siting discretion

### What is a Siting relaxation?

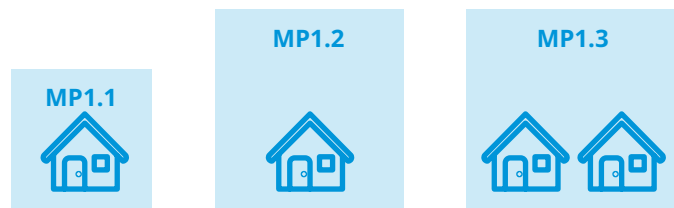
There are regulations in place that dictate the minimum distance that buildings and structures, such as sheds or carports, must be located from property boundaries (known as setbacks), as well as restrictions on design, site coverage, and building height. The [Queensland Development Code \(QDC\)](#) outlines the requirements for the design and siting of single detached dwelling housing and duplex (dual occupancy) housing, including Acceptable Solutions to meet these requirements. If a proposed building or structure does not meet the Acceptable Solution, it may still be approved by Council if compliance with the Performance Outcomes can be demonstrated. Council may provide a Siting relaxation approval to allow for the design and siting of a building or structure that does not meet the Acceptable Solution but meets the Performance Outcomes.

As the assessment manager for building work applications, private building certifiers are responsible for obtaining Siting relaxation approval from Council as a referral agency response. Early referral agency response can be obtained from council prior to engaging a certifier.

### Queensland Development Code (QDC)

The QDC sets out the design and siting standards for single detached housing on lots under 450m<sup>2</sup> (MP1.1), single detached housing on lots over 450m<sup>2</sup> (MP1.2), and duplex housing (MP1.3). The purpose of the code is to provide good residential design that promotes:

- The efficient use of a lot;
- An acceptable level of amenity to residents; and
- Off street parking.



Important Note: The QDC applies to residential type developments in the residential zones category of the Townsville City Plan.

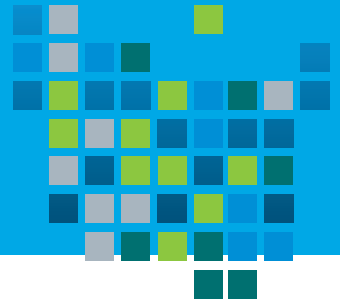
### Setbacks and encroachments

A setback is the shortest distance measured horizontally from the outermost projection (OMP) of the building or structure to the vertical projection of the boundary of the lot. It is how far back from the boundary the building or structure is located. For example, typically the QDC will require single-storey dwellings to be setback at least 1.5m from the side boundary, which means the very outer edge of the eaves are to be no closer than 1.5m from the side boundary.

An encroachment occurs when a building or structure is closer than the prescribed setback. For example, if the setback requirement is 1.5m from the side boundary but the OMP of the building is 1m from the side boundary, there is a 0.5m encroachment.

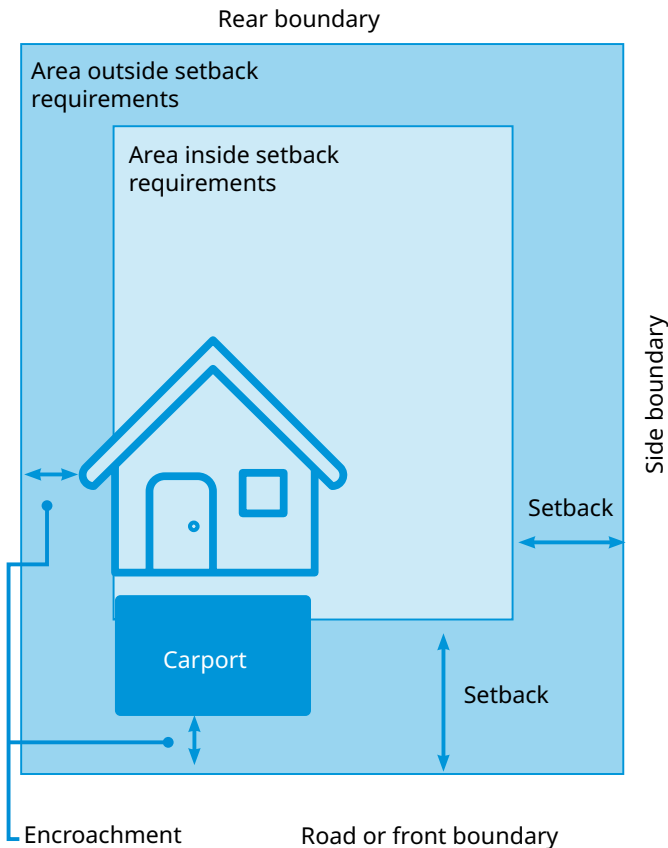
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### Example of a Siting Relaxation

Typically, the QDC Acceptable Solution for a standard lot requires a front setback of 6m (please refer to A1 of the appropriate MP document for the setback required for your lot). To build closer than 6m from the boundary a siting relaxation is required. The application to Council will need to demonstrate that despite not complying with the Acceptable Solution, A1, the proposal is consistent with the Performance Criteria, P1. For example, a carport may be permitted to be built up to the front boundary where it is an open structure and there are other similar structures on the street.



### How to lodge an application

- Submit a completed copy of the Referral agency response [application form](#) to Council;
- Pay the applicable fee as per Council's [Schedule of Fees and Charges](#), the application type is referred to as "Application to council for referral agency response decision;" and
- Attach adequate plans for the proposed works (refer below for detail that should be included as part of application plans).

If you require assistance, you can engage a private building certifier or town planning consultant who will be able to lodge an application on your behalf.

### Minimum requirements for adequate plans

For Council to assess your application, sufficient plans must accompany the application, the plans must include;

#### Site plan

- Site boundaries and street names
- Existing and proposed buildings and structures with dimensions,
- Dimensions of setbacks to side, rear, and front boundaries
- Existing and proposed driveways/vehicle crossings
- North point
- Title block (e.g., title, date, version, and reference number)
- Street trees, stormwater pit or electricity pole

#### Floor plan

- Dimensions of the proposed structure
- Title block (e.g., title, date, version, and reference number)

#### Elevations

- Existing structures for context
- Height from natural ground level
- Title block (e.g., title, date, version, and reference number)

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### Frequently asked question

#### Should I discuss my proposal with the neighbours?

It is important to consider the impact your proposal will have on your neighbours. It is recommended you discuss the proposed building work with your neighbour/s.

#### Can I have a garage door on my structure within the front setback?

Council's preference is not to have garage doors on structures within the front setback. This is due to the impact that an enclosed structure has on the streetscape. Should you wish to provide security to your structure, it is recommended that alternative solutions, such as sliding gates or fences, be explored.

#### What if I have a Building Envelope Plan?

Some properties in Townsville have Council approved building envelope plans, these are particularly common in master-planned communities. An approved building envelope plan overrides the QDC requirements.

A relaxation will however be required if you intend on building outside the building envelope plan. If you are unsure whether your property has an approved building envelope, you will need to contact Council or the developer of your Estate to obtain a copy of the approved plan.



**DISCLAIMER:** The contents of this information sheet have been prepared to assist in the understanding of Planning and Development in Townsville. The information sheet is an outline only.

**For more information please contact Planning and Development:** ☎ 13 48 10 ✉ [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au) 🌐 [townsville.qld.gov.au](http://townsville.qld.gov.au)