

Material Change of Use

Development Assessment Properly Made / Well Made Application Checklist



Properly made application	Applicant check			Comments
	Yes	No	N/A	
<p>Have fully completed correct DA forms (latest version) been completed & submitted?</p> <p>(Refer to Development application forms and templates Planning (statedevelopment.qld.gov.au))</p>	<input checked="" type="checkbox"/>			
<p>Is the following mandatory information as nominated on the DA forms Correctly provided.</p> <p>i.e:</p> <ul style="list-style-type: none"> • Location details (address & lot number) of all subject properties. • Easement details of all subject properties. • Owner’s written consent of the subject site. • Proposed plans (refer to DAFormsguide- Relevantplans.pdf (windows.net)). • Reports e.g.: <ul style="list-style-type: none"> - Planning Reports including: <ul style="list-style-type: none"> Assessment of the development against the Townsville City Plan Where compliance with the applicable acceptable outcome has not been achieved, has an alternative solution been identified which complies with the relevant performance outcome. - Environmental Management Plan - Traffic Impact Assessment Report - Engineering Reports - Environmental Noise Level Impact Assessment Report • Copy of State department referrals / other third party referral responses • Copy of show cause notice / enforcement notice 	<input checked="" type="checkbox"/>			

Fees	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> Application fees to be confirmed and paid after application has been lodged. (Refer to Planning and Development Fees and Schedules available on TCC website)				
Well Made application				
Is the following relevant information provided?				
Pre-lodgement meeting minutes	<input checked="" type="checkbox"/>			
Copy of any previous approvals that are related to the proposed use			<input checked="" type="checkbox"/>	
Is the following information indicated on proposed plans or reports				
Parking and access				
- Required number of bays, including disability bays which include movement to the facility entrance.	<input checked="" type="checkbox"/>			Refer to SC6.4.3 Standard Drawings
- Indicate bicycle end of trip facilities, and pedestrian movement for inclusive access.			<input checked="" type="checkbox"/>	
- Dimensions of bays and aisles	<input checked="" type="checkbox"/>			
- Surface treatments and linemarking	<input checked="" type="checkbox"/>			
- Internal manoeuvrability	<input checked="" type="checkbox"/>			Use Turning Circles as per AS2890
- Vehicle access requirements, location and dimensions of driveway	<input checked="" type="checkbox"/>			
- Drainage	<input checked="" type="checkbox"/>			
- Offsets			<input checked="" type="checkbox"/>	
- Shade provision through shade trees and/or structures	<input checked="" type="checkbox"/>			
Road works				

- Indicate proposed and existing pathways, cycleways and on-road bicycle lanes and kerb ramps/landings for inclusive access.	<input checked="" type="checkbox"/>			Refer to SC6.4.3 Standard drawings
- Location of utility services, including street trees, and all above and below ground assets	<input checked="" type="checkbox"/>			
Traffic management				
- Traffic reports/impact assessment	<input checked="" type="checkbox"/>			Must be presented in accordance with SC6.4.5.2 Traffic impact assessment
- External traffic requirements and on street parking and road furniture requirements			<input checked="" type="checkbox"/>	
- Public transport requirement, e.g. bus stops, taxi bays/ranks and loading bays			<input checked="" type="checkbox"/>	Refer to TMR requirements, SC6.4.3 Standard Drawings, SC6.4.5 Road network infrastructure
Stormwater drainage				
- The defined flood event levels	<input checked="" type="checkbox"/>			Report required (refer to SC6.7.4 Flood hazard planning scheme policy, Attachment 1 - Guidelines for preparation of flood studies and reports)
- Discharge point, drainage easement requirement	<input checked="" type="checkbox"/>			
- CCTV of drains, building over or adjacent to drains			<input checked="" type="checkbox"/>	Refer to SC6.4.2.9 Conduit assessment and SC6.4.14 Public utilities and building over or near services
- Stormwater quality management plan (including treatment modelling)	<input checked="" type="checkbox"/>			Refer to SC6.4.8 Stormwater management and SC6.4.10 Stormwater quality
- Contours (existing and proposed)	<input checked="" type="checkbox"/>			
Water supply				

- Non reticulated area			<input checked="" type="checkbox"/>	Refer to SC6.4.11.7 On-site water supply
- Demonstrated adequacy of supply (main sizes and pressure)	<input checked="" type="checkbox"/>			Refer to SC6.4.11.2 Water supply planning and design guidelines
- Existing connection points , meter connections/sub meters	<input checked="" type="checkbox"/>			
Sewerage reticulation				
- Non sewered area			<input checked="" type="checkbox"/>	Report Required for specific requirements Refer to SC6.4.11.8 On-site sewerage facilities
- Existing connection points	<input checked="" type="checkbox"/>			
- CCTV of sewer, building over or adjacent to sewer			<input checked="" type="checkbox"/>	Refer to SC6.4.14.5 Conduit assessment and SC6.4.14 Public utilities and building over/near services
Master planning				
- Overall sewerage network			<input checked="" type="checkbox"/>	Refer to SC6.4.11 Water and sewerage
- Overall water network			<input checked="" type="checkbox"/>	Refer to SC6.4.11 Water and sewerage
- Overall stormwater network			<input checked="" type="checkbox"/>	
- Overall road network			<input checked="" type="checkbox"/>	Refer to SC6.4.5.1 Townsville road hierarchy
- Overall Pathways and Cycleways network (active transport) including on-road bicycle lanes			<input checked="" type="checkbox"/>	Refer to SC6.4.4 Active transport infrastructure
- Overall Public transport network, including consideration for school public bus network			<input checked="" type="checkbox"/>	Refer to SC6.4.5.3 Public transport facilities, SC6.4.3 Standard Drawings
- Park and open space network			<input checked="" type="checkbox"/>	Refer to SC6.4.12 Landscaping and open space

Landscape and open space				
- Surveyed existing levels and proposed finish levels	<input checked="" type="checkbox"/>			
- Site analysis (opportunities and constraints)			<input checked="" type="checkbox"/>	
- Identification of existing furniture, playground equipment and vegetation (including vegetation to be retained)			<input checked="" type="checkbox"/>	
- Hard surface treatments, proposed surface finish			<input checked="" type="checkbox"/>	
- Drainage and grading	<input checked="" type="checkbox"/>			
- Fence and other structures	<input checked="" type="checkbox"/>			
- Impact on existing assets, including any demolition required				
- Planting details and establishment method	<input checked="" type="checkbox"/>			
- Calculation of landscape (broken down into turfed, mulched and planted areas), recreation areas	<input checked="" type="checkbox"/>			
- Irrigation requirements			<input checked="" type="checkbox"/>	
- Revegetation requirement			<input checked="" type="checkbox"/>	
- Open space requirement			<input checked="" type="checkbox"/>	Refer to SC6.4.12 Landscaping and open space
Other				
- Conceptual soil erosion and sediment control plan			<input checked="" type="checkbox"/>	Refer to SC6.4.8.11 Erosion and sediment control
- Lighting requirements			<input checked="" type="checkbox"/>	Refer to SC6.4.14.2 Public lighting (urban, urban residential and rural)
- Steep slope stability >15%			<input checked="" type="checkbox"/>	Geotechnical Report required refer to SC6.4.15 Steep land development

- Acid sulphate soils <rl5.00			<input checked="" type="checkbox"/>	Report must be undertaken in accordance with the State Planning Policy, <i>Guidelines for Sampling Analysis of Lowland Acid Sulfate Soils in Queensland</i> , <i>Acid Sulfate Soils Laboratory Methods Guidelines</i> or AS 4969
- Detailed survey plan provided	<input checked="" type="checkbox"/>			