

# Council as a Referral Agency

## Application Form

This application form should be submitted where:

- 1) A Class 1A Dwelling House is being re-sited either within the Mackay Local Government Local Government Area or from another Local Government Area to Mackay which may have amenity impacts in certain localities. The localities are defined in the *Mackay Region Planning Scheme 2017 V4.0* as the following zones:
  - a) Emerging community
  - b) Low density residential
  - c) Medium density
  - d) High density residential
  - e) Mixed use
  - f) Rural Residential, and
  - g) Township

OR

- 2) Where a Class 1A or 10 building or structure does not meet the acceptable outcomes as prescribed by the *Queensland Development Code (QDC) Mandatory Parts 1.1, 1.2 or 1.3* or the alternative provisions in accordance with the *Mackay Region Planning Scheme 2017 V4.0*.

As part of the assessment process, Council will assess the area/s of non-compliance based on the proposal's merits and where an approval is issued, conditions will be recommended including a two-year currency period. This application form is not intended to be used to apply to Council as a Referral Agency for building over or near Council infrastructure.

Please submit your completed request with all the required supporting material to [development.services@mackay.qld.gov.au](mailto:development.services@mackay.qld.gov.au).

### 1. APPLICANT DETAILS:

<b>Applicant:</b>			
<b>Contact Name:</b>			
<b>Company</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email Address:</b>			
<b>Related Development Approvals:</b>			

### 2. LOCATION DETAILS:

<b>Property Address:</b>	
<b>Lot and Plan No:</b>	
<b>Location on Property:</b>	

### 3. DEVELOPMENT PROPOSAL:

<b>Description of Works:</b>	
<b>Application Sought:</b>	
<input type="checkbox"/> Amenities and Aesthetics (re-site building)	Complete section A
<input type="checkbox"/> Road frontage boundary setback	Complete Section B
<input type="checkbox"/> Side and/or rear boundary setback	Complete Section C
<input type="checkbox"/> Over-height	Complete Section D
<input type="checkbox"/> Site coverage exceedance	Complete Section E
<input type="checkbox"/> Screen, fence, retaining wall greater than 2m	Complete Section F

### 4. APPLICANT'S ASSESSMENT:

The Applicant is to provide an assessment against the relevant part in accordance with the application sought. The parts considered the relevant performance outcomes of the *Queensland Development Code (QDC) Mandatory Parts 1.1, 1.2 or 1.3* or the alternative provisions in accordance with the *Mackay Region Planning Scheme 2017 V4.0*.

<b>A. Amenity and Aesthetics (Re-site Building)</b>
Demonstrate how the proposal integrates and is consistent with the amenity of the surrounding area (including the design and appearance of existing residential Dwelling Houses).

<b>B. Road Frontage Boundary Setback</b>
Demonstrate how the proposal integrates with the built form of the surrounding area (including setbacks of existing buildings).
Demonstrate how the development enables a car to be parked in the driveway without encroaching into the road reserve and does not dominate the site when viewed from the street frontage.
Does the location of the development provide sufficient separation between habitable rooms and adjoining road and allow opportunity for landscaping?

<b>C. Side and/or Rear Boundary Setback</b>
Demonstrate how the proposed development allows adequate daylight and ventilation to habitable rooms on the subject site and adjoining lots.
Demonstrate how the proposed development does not impact on the amenity and privacy of residents on adjoining lots.

**D. Over-Height Structure**

Demonstrate how the proposed development is located and designed to:

- a) Not form a dominant feature in the streetscape
- b) Be physically and visually subordinate to the Dwelling House
- c) Not result in over-development of the lot. and
- d) Maintain views, access to natural light and a high level of visual amenity for adjoining lots.

**E. Site Coverage Exceeded**

Demonstrate how the proposed development:

- a) Maintains adequate and useable outdoor recreation area
- b) Does not constitute over-development of the site, and
- c) Maintains a high level of amenity and privacy for residents.

**F. Screen/Fence/Retaining Wall greater than 2 metres**

Demonstrate how the proposed development achieves an acceptable streetscape, appropriate for:

- a) The bulk of the building or structure
- b) The road boundary setbacks of neighbouring buildings or structures
- c) The outlook and views of neighbouring residents, and
- d) Nuisance and safety to the public.

**5. MANDATORY DOCUMENTS TO BE SUBMITTED:**

<input type="checkbox"/>	Council as Referral Agency Application Form (this form).
<input type="checkbox"/>	A Site Plan illustrating the location of the proposal, setbacks to boundaries and other building and structures and site coverage.
<input type="checkbox"/>	Floor and Elevation Plans drawn to scale of the proposed building/structure.
<input type="checkbox"/>	Street frontage photo.
<input type="checkbox"/>	Payment of fee based on Council's Schedule of Fees and Charges.

Conscientiously believing the above statements to be true and correct, signed on behalf of:

<b>Signature:</b>		<b>Date:</b>	
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*Mackay Regional Council is collecting your personal information to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required.*