### PART 11

**USER GUIDE TO MULTIPLE DWELLING UNITS**

<table>
<thead>
<tr>
<th>IMPORTANT NOTE</th>
<th>THIS USER GUIDE AFFECTS LAND THAT IS SUBJECT TO THE <strong>MACKAY CITY PLANNING SCHEME</strong>, WHICH IS NOW PART OF THE MACKAY REGIONAL COUNCIL</th>
</tr>
</thead>
</table>
| Disclaimer     | This guide is one of a series of guides that have been prepared to assist in interpreting the Mackay City Planning Scheme. Local Governments are required to develop and maintain a Planning Scheme, which is applied under Queensland State Planning Legislation (Integrated Planning Act 1997).  

This Guide provides an interpretation of the Mackay City Planning Scheme requirements for Multiple Dwelling Units. The Mackay City Planning Scheme requirements only apply to proposed Multiple Dwelling Units and do not affect any existing lawful Multiple Dwelling Units.  

This Guide does not replace the provisions of the Mackay City Planning Scheme and should not be used without reference to the Mackay City Planning Scheme to determine the relevant level of assessment and the applicable codes. Council shall not remain bound by the following information on receipt of a development application.  

This Guide takes effect as of 1 July 2008 and is subject to change at Council’s discretion. |
| About this User Guide | This information is designed to inform you on the application content, and assessment criteria for a Multiple Dwelling Units, pursuant to the requirements of the Mackay City Planning Scheme. For your convenience, it will list important information and specific standards. It is important to note that this form is a guide only and does not replace the Mackay City Planning Scheme. |
| Submitting an Application | Submit the application in person at Council’s Customer Service Centre located on the corner of Wellington and Gordon Streets, Mackay  

Post to: Chief Executive Officer  
Mackay Regional Council  
PO Box 41  
MACKAY QLD 4740 |

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**About this User Guide**

This information is designed to inform you on the application content, and assessment criteria for a Multiple Dwelling Units, pursuant to the requirements of the Mackay City Planning Scheme. For your convenience, it will list important information and specific standards. It is important to note that this form is a guide only and does not replace the Mackay City Planning Scheme.
BEFORE YOU APPLY
Initial Information on Multiple Dwelling Units

A WHAT IS A MULTIPLE DWELLING UNITS?

Planning Scheme Definition
The following definition is from Part 12 of the Mackay City Planning Scheme:

Multiple Dwelling Units - means any premises used for three or more dwelling units on any one lot.

B WHERE TO BEGIN

Is an Application required?
Any proposal for Multiple Dwelling Units will require an application to be submitted to Council (Refer to Section Two – The Planning Scheme requirements and specifications for information about the different Level of Assessment). The provisions of the Planning Scheme ensure that Multiple Dwelling Units:

a) are located on sites suitable for higher residential densities in terms of site area, dimensions, gradient, available infrastructure services and proximity to community facilities;
b) are an acceptable scale and intensity, and are designed and sited to achieve high standards in amenity, visual integration in the streetscape and landscape, and functional integration with surrounding activities;
c) have landscaping, fencing, and other external treatments which are compatible with and integrated in the streetscape and landscape to achieve high standards of amenity;
d) are highly accessible from and integrate with the transport network for all persons; and

e) do not cause environmental impacts on adjoining activities in terms of overshadowing, reflected heat or glare, excessive noise or light intrusion.

S2 THE PLANNING SCHEME
Requirements and Specifications

A APPLICABLE CODES

Applicable Codes for Dual Occupancy
An application for Multiple Dwelling Units will be assessed against the following codes: (Code Assessment is the process by which council reviews an application against the relevant Planning Scheme Codes)

- Locality/Precinct and Zoning Code
- Environment and Infrastructure Code
- Multiple Dwelling Units, Accommodation Units and Dual Occupancy Code
- Any applicable Overlay Code

Level of Assessment
Multiple Dwelling Units within the Higher Density Residential Zone is Code Assessable. Any other zone (including Urban Residential) is considered Impact Assessable.

In the Mackay City Centre Locality, Multiple Dwelling Units is Impact Assessable in Commercial, Commercial (Services), Open Space and Public Purposes. All other zones are considered Code Assessable. (See Section E – Multiple Dwelling Units within the Mackay City Centre Locality).
**B SETBACK REQUIREMENTS**

### Front Boundary Setbacks for:
Village Zone, Urban Residential Zone, Urban Expansion Zone or Higher Density Residential Zone

Multiple Dwelling Units located on a lot included in the Village Zone, Urban Residential Zone, Urban Expansion Zone or Higher Density Residential Zone has a minimum setback from the road frontage in accordance with the table provided.

<table>
<thead>
<tr>
<th>Street Type</th>
<th>Dwelling House Setback</th>
<th>Shed/Garage Setback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Place/Street</td>
<td>4.5m</td>
<td>6.0m</td>
</tr>
<tr>
<td>Collector</td>
<td>4.5m</td>
<td>6.0m</td>
</tr>
<tr>
<td>Sub-Arterial</td>
<td>10.0m</td>
<td>10.0m</td>
</tr>
<tr>
<td>Arterial</td>
<td>10.0m</td>
<td>10.0m</td>
</tr>
</tbody>
</table>

Please note:
1. Carports on allotments created on a survey plan and registered on or after the day the Mackay City Planning Scheme was gazetted must adhere to the above front boundary setbacks.
2. The minimum setbacks for a corner lot are the same for each road frontage as stated above.
3. To find out the Road Hierarchy classification of your street, visit Council’s online mapping system MiMAPS at the following web address:

**IMPORTANT NOTE:** Please ensure that your “Pop Up” blockers are disabled to allow you to use the MiMAP system.

### Why have setbacks?

Buildings are setback from the road frontage to ensure:

i. Allowance is made for efficient use of the site;
ii. Landscaping is able to be provided at the front of the site;
iii. Pedestrians do not feel the building is overbearing;
iv. Residents are provided with an adequate sense of visual and acoustic privacy;
v. Some visitor carparking is able to be provided at an easily visible location at the front of the site; and
vi. The building is integrated into the existing or proposed streetscape.

*Note: The minimum setbacks for a corner lot are the same for each frontage as stated in the above table.*

### Side and Rear Boundary Setbacks

Side and rear boundary setbacks apply to Dwelling Units to provide adequate daylight and ventilation to the dwelling as buildings on adjoining lots.

The side and rear boundary clearance for a part of the building or structure is:

- 1.5m – where the height of that part is 4.5m or less
- 2.0m – where the height for that part is greater than 4.5m but less than 7.5m
- 2.0m plus 0.5m for every 3m height or part exceeding 7.5m – where the height is greater than 7.5m.

Walls are built to side boundaries only where:

- The maximum wall length height is 3.5m unless matching an existing or simultaneously constructed wall;
- The maximum wall length to an abutting property boundary matches an existing boundary wall;
- The maximum wall length to an abutting property boundary where there is no existing boundary wall on the abutting property being no more than 50% of the length of that boundary, or 15m, which is the lesser distance; and
- The wall is setback a minimum of 750 mm from the side or rear boundary; or where less than 750 mm to the boundary, maintenance free.
### C DENSITY, SITING AND DESIGN

#### Building Density

<table>
<thead>
<tr>
<th>Maximum Residential Density within:</th>
<th>Urban Residential Zone</th>
<th>1 dwelling per 400m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Zone</td>
<td>1 dwelling per 1000m²</td>
<td></td>
</tr>
<tr>
<td>Higher Density Residential Zone</td>
<td>1 dwelling per 200m²</td>
<td></td>
</tr>
<tr>
<td>Building Density</td>
<td>1 dwelling per 400m²</td>
<td></td>
</tr>
</tbody>
</table>

#### Maximum Site Coverage

- 1 Storey 50% site coverage
- 2 Storeys 40% site coverage
- 3 Storeys 30% site coverage
- >3 Storeys 30% site coverage

#### Building Height

Multiple Dwelling Units have a maximum building height of 8.5m from natural ground level unless otherwise provided in the relevant Locality Code.

#### Building Design

- Buildings abutting the front boundary are required to face the street to provide opportunities for casual surveillance and contribute positively to the streetscape. Entry points face the street to clearly identify the entrance to the dwelling from the street frontage.
- Buildings have maximum unarticulated length of 15m.
- Carports and garages are compatible with the design of the development and do not dominate the streetscape.
- The maximum width if a garage or carport opening that faces the street is 6m or 50% of the frontage width, whichever is the lesser.

#### Privacy

Direct overlooking of main internal living areas of other dwelling units or rooms units is minimised by building layout, location and design of windows and balconies, screening devices and landscaping.

#### Daylight Ventilation

- Habitable rooms and open space receive adequate daylight.
- Buildings are sited and designed to maximise use of cooling breezes; and to have windows located, sized and shaded to facilitate cooling.

#### Service Facilities

- Individual mail boxes are located conveniently to each unit or contained in a mail box structure located close to the major pedestrian entrance to the premises.
- Garage bin storage areas are located for convenient use and collection and screened from public view.
- Open air clothes drying facilities are accessible, have sunlight and air circulation, and are visually screened from the street.
- A secure space of 6m³ per dwelling unit is set aside exclusively for storage (this space may form part of a carport or storage).

#### Carparking

1.5 spaces per dwelling unit or 2 spaces per dwelling unit, if accessed from a road less than 7.5m width or a cul-de-sac, of which 1 space per dwelling unit shall be covered.

#### Residential Character Area (as applicable)

Ensure that the character of the Residential Character Areas (Queens Park, Railway Station and West Mackay) is retained while encouraging design flexibility with contemporary and complimentary themes. Development in a Residential Character Area is designed and carried out so as to be compatible with the prevailing character of the relevant area with respect to its siting, scale, form, design, landscaping and use of external materials. (More detail in Section D – Residential Character Areas)

### D RESIDENTIAL CHARACTER AREAS

#### Residential Character Area Requirements

The following design characteristics are for Multiple Dwelling Units within a Residential Character Area. The Multiple Dwelling Units, Accommodation Units and Dual Occupancy Code, within the Planning Scheme, contains the Residential Character Area Maps.

If a Residential Character Area applies, the Multiple Dwelling Units has the following design characteristics.

- Pitched roof (hipped, gabled or skillion, or a combination) to a minimum of 25º.
- Attached verandahs facing the street a minimum of 2.4m wide, roofed and a minimum of 50% of the total width of the building. Roofed verandahs may have a pitch of less than 25º.
- Continuous wall to the street a maximum length of 8m
- Custom orb profile metal sheet roof and quad or half round guttering.
- Use of verandahs, eaves and awnings to provide climate control.
Residential Character Area Requirements

- Wall cladding (timber, and rendered sheeting) and timber framed construction for the verandah, stairs or balustrade to front the building.
- Setback from front street within 1.5m of adjoining neighbours.
- Front fence a maximum height of 1.5m.
- A maximum height of two (2) storeys including ground level.
- Provide an open active façade to the street by incorporating openings and verandahs to the frontage of the building.

## E
### MULTIPLE DWELLING UNITS WITHIN THE MACKAY CITY CENTRE LOCALITY

Multiple Dwelling Units within the Mackay City Centre are not assessed against the requirements of the Multiple Dwelling Units, Accommodation Units and Dual Occupancy Code. Instead, each Zone, being City Residential Zone, Waterfront Zone, Mixed Use Zone, Special Activities Zone and Higher Density Zone, all have different building restrictions for Multiple Dwelling Units. For more information on requirements for Multiple Dwelling Units, refer to each of the zoning codes mentioned above within the Mackay City Centre Locality Code.

## S3
### MAKING AN APPLICATION

Requirements and Specifications for Multiple Dwelling Units

The User Guide to Making an Application should be read in conjunction with this section.

A development application needs to contain specific information documents and forms to enable Council to properly assess the application. For this reason, Council requires that the following items are included in an application as a minimum.

### A MANDATORY ITEMS

The following items are required for the application to be classed as ‘Properly Made’. In order to prevent a delay in processing your application, be sure to include all the following information.

<table>
<thead>
<tr>
<th>IDAS Forms</th>
<th>Description</th>
<th>Current Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 1 PART A</td>
<td>Common details, which must have the landowner’s signature</td>
<td></td>
</tr>
<tr>
<td>FORM 1 PART D</td>
<td>Material Change of Use</td>
<td></td>
</tr>
<tr>
<td>FORM 1 IDAS Assessment Checklist, identify applicable Referral Agencies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Use</th>
<th>Current Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Dwelling Units up to four (4) units/keys (Code Assessment)</td>
<td>$2,330.00</td>
</tr>
<tr>
<td>Base fee $2,330.00 plus unit/key rate</td>
<td></td>
</tr>
<tr>
<td>Multiple Dwelling Units five (5) to fifty (50) units/keys (Code Assessment) (Base fee + $165 per unit/key over 4)</td>
<td>$3,620.00</td>
</tr>
<tr>
<td>Base fee of $3,620.00 plus unit/key rate</td>
<td></td>
</tr>
<tr>
<td>Multiple Dwelling Units more than fifty (50) units/keys (Code Assessment) (Base fee + $125 per unit/key over 50)</td>
<td>$9,830.00</td>
</tr>
<tr>
<td>Base fee of $9,830.00 plus unit/key rate</td>
<td></td>
</tr>
<tr>
<td>Multiple Dwelling Units more than fifty (50) units/keys (Impact Assessment) (Base fee + $140 per unit/key over 50)</td>
<td>$11,670.00</td>
</tr>
<tr>
<td>Base fee of $11,670.00 plus unit/key rate</td>
<td></td>
</tr>
</tbody>
</table>

*all prices are only an indication at the time this User Guide went to print. Please refer to Council’s Regulatory Fees and Charges for the most up to date fee structure. Council’s Regulatory Fees are available at: http://www.mackay.qld.gov.au/about_council/a-z_of_council_services/fees_charges
**B SUPPORTING INFORMATION**

The following list are items of supporting information for inclusion within a Multiple Dwelling Units application. In order to prevent a delay in processing your application, be sure to include all the information that is detailed in the table below. For greater detail this particular section should be read in conjunction with the User Guide on Making an Application.

### Planning Report

Include the following details:

It is strongly recommended that a Planning Report be included with any Development Application. Below are the requirements for the Planning Report. In order to prevent a delay in processing your application, be sure to include all the relevant information. This section should be read in conjunction with specific Development Application User Guides.

Please note: Photographs can be a practical way of illustrating the existing status of the development site, adjoining properties and the streetscape.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>TICK</th>
</tr>
</thead>
<tbody>
<tr>
<td>The precise nature of the use and confirmation of Level of Assessment</td>
<td></td>
</tr>
<tr>
<td>Detail any potential impacts on neighbours and surrounding neighbourhood</td>
<td></td>
</tr>
<tr>
<td>Address and justify any inconsistencies with these Codes</td>
<td></td>
</tr>
<tr>
<td>Relevant Locality/Precinct/Zone Code</td>
<td></td>
</tr>
<tr>
<td>Multiple Dwelling Units, Accommodation Units and Dual Occupancy Code</td>
<td></td>
</tr>
<tr>
<td>Environment and Infrastructure Code</td>
<td></td>
</tr>
<tr>
<td>If Impact Assessable, assessed against the entire Planning Scheme</td>
<td></td>
</tr>
<tr>
<td>Address any applicable Overlay Codes that affect the subject site</td>
<td></td>
</tr>
<tr>
<td>Landscaping or screening details associated with the proposed Multiple Dwelling Units</td>
<td></td>
</tr>
<tr>
<td>Details on the proposed height, length and floor area</td>
<td></td>
</tr>
<tr>
<td>Address Part 12, Schedule 2 'Vehicle Parking, Access and Manoeuvring Standards for carparking rate applicable to Multiple Dwelling Units</td>
<td></td>
</tr>
</tbody>
</table>

### Plan of Development

All Plans must be properly scaled and dimensioned

Below are the general requirements for the Plan of Development. In order to prevent a delay in processing your application, be sure to include all the relevant information.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>TICK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accurate North Point</td>
<td></td>
</tr>
<tr>
<td>Setbacks from adjoining properties and front, side and rear boundaries</td>
<td></td>
</tr>
<tr>
<td>All Plans required to be legible, fully dimensioned and properly scaled on A3. Include setback distances and building heights. Acceptable standard scales include 1:2, 1:5, 1:10 or multiples thereof. The lettering must be legible.</td>
<td></td>
</tr>
<tr>
<td>Show landscaping details – existing and proposed trees. Include details on existing trees to be retained.</td>
<td></td>
</tr>
<tr>
<td>Location of bin storage areas, clothes drying areas, and private open space areas.</td>
<td></td>
</tr>
<tr>
<td>Floor Plans (fully dimensioned)</td>
<td></td>
</tr>
<tr>
<td>Elevations (North, South, East and West)</td>
<td></td>
</tr>
</tbody>
</table>
### Plan of Development

All Plans must be properly scaled and dimensioned

<table>
<thead>
<tr>
<th>Detailed Site Plan and Contour Plan:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of existing/proposed buildings</td>
</tr>
<tr>
<td>Carparking areas</td>
</tr>
<tr>
<td>Existing/proposed site levels</td>
</tr>
<tr>
<td>Location of buildings on adjoining lots</td>
</tr>
<tr>
<td>Existing/proposed services and service connections</td>
</tr>
<tr>
<td>Setback dimensions</td>
</tr>
<tr>
<td>Site boundaries</td>
</tr>
</tbody>
</table>

### Engineering Information

Please note that this section relates to Material Change of Use applications. See the separate User Guide for Operational Works.

An Engineering Report is to accompany development applications to Council to demonstrate all existing and proposed infrastructure is adequate to service the development and if not what measures are proposed. Engineering Reports are to be prepared by suitably qualified professional engineers (RPEQ). The report shall be in sufficient detail, which may require preliminary design based on Council’s Engineering Design Guidelines, to adequately demonstrate proposals and as a basis for detailed design where applicable

- **Infrastructure details**: Existing and proposed Water, Sewerage, Telecommunications and Electricity. Demonstrate how and where these services will be connected.
- **Onsite detention**
- **Drainage Patterns**
- **Lawful and practical point of discharge**
- **Trunk drains**
- **External catchments**
- **Downstream easements**
- **Geotechnical Consideration (as applicable)** – Sustainability of slopes for development. Provide engineering certification for slopes that exceed 15%.
- **Details on earthworks (as applicable)** – extent of cut and fill including retaining walls.
- **Site based stormwater management plan (as applicable) in accordance with Council’s Engineering Design Guidelines. Provide preliminary design of required stormwater quality improvement devices.**
- **Vehicle Turning Path Layouts to Australian Standards at a scale of 1:200 on A3**
- **Flooding and Flood Levels (as applicable)** – include a Flood Study where impacts require assessment.

*Council may ask for further Engineering Information in exceptional circumstances.*

### Number of Application Copies

<table>
<thead>
<tr>
<th>Level of Assessment</th>
<th>Copies (in full)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong> Assessable applications</td>
<td>Three (3)</td>
</tr>
<tr>
<td><strong>Impact</strong> Assessable applications</td>
<td>Four (4)</td>
</tr>
<tr>
<td><strong>Code and Impact</strong> Assessable applications in the City Centre Locality</td>
<td>Four (4)</td>
</tr>
</tbody>
</table>