

Type of Referral – Concurrence Agency Response	
<input type="checkbox"/> Amenity and aesthetics (A&A) consideration Schedule 9, Division 2 Table 1 of the PR	Assessment of alternate provisions under the Ipswich City Council Amenity and Aesthetics Referral Provisions
<input type="checkbox"/> Siting variation Schedule 9, Division 2 Table 3 of the PR	Assessment of alternative provisions under the Ipswich Planning Scheme, Part 12 Division 6 (QDC MP 1.1 & 1.2)

Applicant Details	
Name:	Date:
Postal Address:	Email:
	Contact Phone Number:

Property Details	
Address:	Lot Number:
	Plan Number:

Referral in Relation to	
<input type="checkbox"/> Front Boundary Setbacks – QDC MP 1.1 & 1.2	<input type="checkbox"/> Shed on vacant land – A&A
<input type="checkbox"/> Boundary Setbacks – QDC MP 1.1 & 1.2	<input type="checkbox"/> Wall height of shed over 3.6 metres – A&A
<input type="checkbox"/> Site Cover – QDC MP 1.1 & 1.2	<input type="checkbox"/> Retaining wall, fence or wall/fence exceeding 2.0m (h) – A&A
<input type="checkbox"/> Oversized shed – A&A	<input type="checkbox"/> Shipping container, railway carriage or the like – A&A

Proposed Building/Structure				
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Shed/ Garage	<input type="checkbox"/> Retaining Wall /Fence	<input type="checkbox"/> Shipping Container	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Patio	<input type="checkbox"/> Carport	<input type="checkbox"/> Alterations/Additions	<input type="checkbox"/> Other _____	

Building/Structure Dimensions		Setbacks and Site Cover	
Proposed Floor Area	_____ m ²	Front setback	_____ m
Total Floor Area	_____ m ²	Side setback	_____ m
Overall Height (Apex)	_____ m	Rear setback	_____ m
Wall Height	_____ m	Total site cover	_____ %

Is the proposed building/structure existing or subject to a Council Notice? No Yes

Has a Building Certifier been contracted (engaged) for the building work? No Yes

If **YES** – Please confirm the following mandatory supporting documents have been supplied:

Building Certifier Confirmation Notice

DA Form 2 – Building work details

DA Form 2 – Referral checklist for building work

Information Privacy Collection Notice

Ipswich City Council is collecting your personal information in accordance with the *Planning Act 2016* so that we can process your application and perform our responsibilities under the Act. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive who may in turn make this information available to others in accordance with the Act. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

Applicant's Grounds for Consideration - If sufficient justification is not provided in response to the following questions, it may result in your application being delayed. Please use additional sheets for your responses if required.

Provide details of the intended use of the building/structure, eg what will be stored within building?

Example: shed to be used for storage of *[insert details]* and/or garaging vehicles *[list/ describe items as applicable]*

Provide justification as to why the building/structure needs to be sited in the proposed location.

If the building/structure is one of a number of similar buildings/structure on the site, provide reasons why this additional building/structure is required.

To assist in Council's assessment, provide any further supporting information regarding how the proposal is compatible or comparable to existing buildings/structures within the surrounding area.

Example: size, height, materials, colour, placement, cut/fill/retaining walls, proposed screening/treatments

Note to Applicant

If the proposed building or structure has the potential to impact on a neighbour, it is recommended that you consult with that neighbour prior to lodging this application. Consultation with your neighbour may assist your application and help to avoid disputes later. When consulting with your neighbour please use the attached Adjoining Land Owner Consultation Form.

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Applicant's Checklist – Properly Referred Application *Planning Act* s54 (1)

All mandatory items listed below **MUST** be submitted to prevent a delayed application and an Action Notice being issued.

- Payment of prescribed fee -- refer Council's [Register of Fees & Charges](#), section 2.2.3
- Accurately dimensioned Site plan including:
 - All property boundaries
 - North point
 - All existing and proposed buildings and structures including setback distances
 - How the storm water from the building or structure is being disposed
 - How the building/structure is being accessed from the existing driveway cross over. If an additional driveway cross over approval is required from Council, please ensure this is attached. For information regarding driveway cross over permits, refer to http://www.ipswich.qld.gov.au/residents/laws_regulations/driveways
- Accurately dimensioned Floor plan including the design/layout of all internal areas
- Accurately dimensioned Elevations including:
 - The wall height and overall height of the proposed building or structure
 - The colour scheme to be incorporated into the proposed building or structure
 - The proposed roof and wall cladding profiles for the building or structure
 - The extent of earthworks associated with the building or structure eg cut and/or fill

Applicant's Declaration

- By marking this checkbox I declare that:**
 - I have the authority of the landowner to submit this application;
 - All information provided on this form is true and correct at the time of lodgement (any changes to this information must be provided in writing to Council); and
 - I consent to Council accessing the site to undertake an inspection for the purposes of assessing my application. Any requirements/restrictions are detailed below (eg time/day constraints or physical barriers, animals etc).

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REFERRAL AGENCY APPLICATION
ADJOINING LAND OWNER CONSULTATION

NOTE TO APPLICANT: If the proposed building or structure has the potential to impact on a neighbour, it is recommended that you consult with that neighbour. Consultation with your neighbour may assist your application and help to avoid neighbourhood disputes.

Where adjoining land owner consultation is carried out, this form is to be used by the Applicant to collate any responses for lodgement in relation to a referral agency application.

Application Details				
Applicant Name and Contact Phone Number:				
Property Address:				
Description of referred matter (e.g. setback to side boundary, oversized shed (x m ²), demolition of dwelling etc):				
Supporting Documentation				
The following plans and documents have been provided to the adjoining land owner as noted below.				
	Title	Number/Reference	Prepared by	Dated
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
Adjoining Land Address	Owners Name/s	Signature/s	Proposal review	
			<input type="checkbox"/> No significant concerns <input type="checkbox"/> Refer comments below <input type="checkbox"/> Further details attached	
Adjoining Land Owner Response (if any)				
NOTE: A Council assessment officer may contact you regarding your comments if you have provided your contact details.				

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