

# Referral Agency Application Form

**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Planning Act 2016* and the *Building Act 1975*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



This form is to be completed when the proposed building or structure does not meet the siting requirements under the Queensland Development Code (QDC) Mandatory Part 1.1 or 1.2. Where the Planning Scheme specifies a siting requirement for the property which conflicts with the QDC, then the Scheme takes precedence and the variation will require planning approval.

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## Applicant Details

Company name (if applicable):

Applicant name:

Contact name (if company):

Postal address:

Preferred contact number:

Email:

Preferred delivery method:  Email  Post  Collect – (Rockhampton, Gracemere, Mt Morgan)

*Email is the standard form of delivery. If this method is unsuitable please select an alternative.*

## Assessment Manager Details

Has a development application been lodged for this building work:

- Yes – Private Certifier (please note a Confirmation Notice from your private certifier is required)  
 Yes – Council Application  
 No

Private Certifier's name:

## Site Details

Street address:

Street number and name

City

State

Postcode

Lot number:

Plan number:

## Development Details

Proposed development: (e.g. Carport located 2000mm from the road boundary)

Reason for the request:

**OFFICE USE ONLY**

Amount:

Date received:

Receipt number:

Application number:

## What type of relaxation are you seeking?

- |  |   |
|--|---|
| Road frontage encroachment             | <input type="checkbox"/> Answer question 1 only |
| Side and/or rear boundary encroachment | <input type="checkbox"/> Answer question 2 only |
| Exceed the height requirement          | <input type="checkbox"/> Answer question 3 only |
| Exceed the site coverage               | <input type="checkbox"/> Answer question 4 only |

### 1 Road Frontage Encroachment

Discuss how the proposed structure is designed to integrate with the existing dwelling and the residential streetscape: *(i.e. size, roof types, open structure, colours, materials, etc)*

Discuss how the proposed location does not interfere with the outlook and views of neighbouring residents:

Discuss how the proposed structure does not cause nuisance or impact on safety to the public: *(i.e. sight lines, casual surveillance, limiting opportunities for concealments, etc)*

What is the proposed setback from the road boundary?

Is a new driveway proposed to be constructed in the road reserve?  Yes  No  Undecided

### 2 Side and/or Rear Boundary Encroachment

Provide justification for how the proposed structure would not impact the amenity and privacy of residents on adjoining lots: *(i.e. location in relation to views from adjoining lots, location in relation to private outdoor spaces/habitable rooms on adjoining structures, consideration of height and design features, etc.)*

Demonstrate how the proposed structure still allows for adequate daylight and ventilation to habitable rooms on the site and adjoining lots: (i.e. adequate distance to habitable rooms, the structure is open/semi-open, position on the lot for breezes, etc.)

What is the proposed setback from the side and/or rear boundary?

### 3 Exceed the Height Requirement

What is the total height of the structure from natural ground level to the outermost projection?

Provide details on how the additional height does not overshadow any adjoining houses:

### 4 Exceed the Site Coverage

What site coverage is proposed?

Demonstrate that adequate open space is still provided for recreation, service facilities and landscaping:

### Declaration

I submit this form with the relevant supporting documentation as required and declare that the details are true and correct to the best of my ability.

Name:

Signature:

Date:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form (your application will not be processed without it):

- Confirmation notice from your private certifier (if applicable)
- Floor Plan
- Elevations
- Site Plan indicating:
  - Boundary clearance from existing and proposed building/s to the boundaries;
  - Distance from proposed building to nearest buildings on the property;
  - Lawful point of discharge for stormwater;
  - Any proposed cut/fill of the site relating to the building;
  - Distance from proposed building to nearest buildings on the adjoining property; and
  - Location of any Council infrastructure services on the property (if applicable).

## Consent of Neighbouring Property Owner/s (*non-mandatory*)

I, (*print name*) \_\_\_\_\_ The owner of \_\_\_\_\_  
(*address*) \_\_\_\_\_  
which adjoins the subject property, advise the following with regard to the application for a proposed (*describe variation*)

- Yes     No    I have viewed the floor plan of the proposed building/structure.
- Yes     No    I have viewed the site plan of the proposed work.
- Yes     No    I have considered the request in respect of how it may affect my property.

*Please tick the box to either confirm your consent/objection to the proposal.*

- I consent** to the proposal.
- There are concerns** with regard to the proposal for the reasons stated below. I acknowledge that this does not entitle the request to be refused where the proposal complies with performance criteria of the Queensland Development Code Part MP 1.1 or 1.2 and the request is deemed reasonable by the Local Government.

Signature:

Date:

# FACT SHEET

## Building Terminology

### Building Terminology

**Boundary clearance** for other than a pool is the shortest distance measured horizontally from the outermost projection of the building or structure to the vertical projection of the boundary of the lot. For a pool, is the shortest distance measured horizontally from the water's edge to the vertical project of a boundary of the lot.

**Building** has the same meaning as in the Building Act 1975.

**Habitable** room has the same meaning as in the Building Code of Australia.

**Lot** means a separate, distinct parcel of land on which a building is to be built, or is built.

**Outermost projection** means the outermost project of any part of a building or structure. In the case of a roof, the outside face of the fascia or the roof structure where there is no fascia, or attached sunhoods or the like, but does not include retractable blinds, fixed screens, rainwater fittings or ornamental attachments.

**Road** means –

- a) an area of land dedicated to public use as a road; or
- b) an area open to , or used by, the public and developed for, or has, as 1 of its main uses, the driving or riding of motor vehicles; and
- c) does not include a pedestrian or bicycle path.

**Setback** means –

- a) for a building or structure other than a swimming pool, the shortest distance measured horizontally from the outermost projection of the building or structure to the vertical projection of the boundary of the lot.
- b) for a swimming pool, the shortest distance measured horizontally from the water's edge to the vertical projection of a boundary of the lot

**Side and rear boundary clearance** means –

- a) for a building or structure other than a swimming pool, the shortest distance measured horizontally from the outermost projection of the building or structure to the vertical projection of the boundary of the lot
- b) for a swimming pool, the shortest distance measured horizontally from the water's edge to the vertical projection of a boundary of the lot.

**Structure** has the same meaning as in the Building Act 1975.

*Source: Queensland Development Code MP1.1 & MP1.2*