

This form should be provided when making a development application under section 51 of the *Planning Act 2016*, in conjunction with mandatory DA Forms and supporting information. *Required for Material Change of Use, Operational Works, Reconfiguring A Lot, Development Permit for Building Works and Change Applications.*

Developer/Owner Details	
Developer/Owner name(s)	
Email address	
Pre-lodgement Advice	
Have you received any pre-lodgement advice from Council? <i>If yes, please attach copy of minutes or any written advice.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-lodgement meeting reference number	
Have you received any pre-lodgement advice from any referral agencies or other parties? <i>If yes, please attach copy of minutes or any written advice.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Related Application Numbers: <i>(e.g. Operational Works; Building Works)</i>	
Property Details	
Primary Lot/Plan: _____	Development Address: _____
What is the cost (\$AUD) of the proposed development?	
Estate name and stage number <i>(if applicable)</i>	
Mandatory Lodgement Requirements	
Please ensure the following is provided upon lodgement of your application, where relevant, to ensure your application is 'properly made.'	
<input type="checkbox"/>	Application fees as per Council's Fees and Charges Schedule.
<input type="checkbox"/>	Completed <i>DA Form 1 – Development application details</i> .
<input type="checkbox"/>	If building work is associated with the proposed development, Parts 4 to 6 of <i>DA Form 2 – Building work details</i> .
<input type="checkbox"/>	Written consent of the owner of the premises to the application, when: <ul style="list-style-type: none"> • The applicant is not the owner; and • The application is for a material change of use of premises, reconfiguring a lot, or works on premises that are below high-water mark and are outside a canal; and • The premises are not excluded premises (as defined in the <i>Planning Act 2016</i>). <i>Note: Refer to the Guide to Owner's Consent Details at the end of this document for further information.</i>
<input type="checkbox"/>	The yellow local government's copy of the receipt QLeave form. <i>Note: This is a mandatory requirement for applications involving building work or operational work. The applicant must provide evidence that the portable long service leave levy has been paid before Council decides the development application.</i>
<input type="checkbox"/>	Supporting information addressing any applicable assessment benchmarks. This includes any relevant templates under question 23 of <i>DA Form 1</i> , and a planning report and any technical reports required by the Fraser Coast Planning Scheme 2014, State Planning Policy, State Development Assessment Provisions or any other relevant categorising instruments. <i>Note: This is a mandatory requirement for all development applications, including operational work.</i>
<input type="checkbox"/>	Detailed plans of the development.
Declaration by person making this application	
<input type="checkbox"/>	By making this application, I declare that all information in this application is true and correct. <i>Note: It is unlawful to provide false or misleading information.</i> Applicant Signature: _____

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Guide to Owner’s Consent Details

The following information is included to assist applicants in completing DA Forms. Applicants are to provide owner’s consent as follows:

Property ownership

If there are multiple owners of a single lot, the consent of each owner of the lot is required (for example, four persons owning one lot requires a signature from each of the four owners).

Corporation/company

Where the owner is identified as a corporation, the following is required:

- The ACN number accompanied with one of the three below:
 - The names, titles and signatures of two directors of the company;
 - The name, title and signature of a director and the company secretary; or
 - Where the company has only one director, the name and signature of that director in conjunction with written indication that the company has only one director (that is, sole director).

Body corporate

Where the owner is identified as a body corporate, the following is required:

- Body corporate seal;
 - Body corporate resolution consenting to the proposal (that is, minutes of meeting where proposal was adopted); and
 - Two signatures, one of which must be the chairperson.
- OR
- Body corporate seal; and
 - A letter of consent signed by the chairperson and secretary.
- OR
- Signed letter of consent from each lot owner covered by the body corporate.

Other ownership arrangements

If the land is:

- Leased – the lessors of the land must give owner’s consent
- Dedicated parkland – the owner or the trustee, within the terms of the trust or reserve, must give owner’s consent.

Privacy Information

Privacy Notice: Council collects and uses personal information provided in accordance with the *Planning Act 2016* and *Information Privacy Act 2009*, which may include but not be limited to public access to common material relating to development applications available electronically online and/or in hard copy, and inclusion on notices.

OFFICE USE ONLY. Application Number:

Application fees required		Amount paid at lodgement	
Breakdown of fees (if applicable):			
Discount requested and passed to Executive Manager for review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date/Time
Other related applications			
Notes by reviewing officer (include time for review/timesheet data)			
Referred for allocation	Date/Time		
Allocated by senior officers and passed to administration officers	Planner		Date/Time
	Engineer		Date/Time
Passed to assessing officer	Date/Time		