Your Ref: Our Ref: F24/37

10 February, 2025

Chief Executive Officer Mareeba Shire Council PO Box 154 MAREEBA QLD 4880



Attention: Regional Planning Group

Dear Sir,

RE: APPLICATION FOR A MATERIAL CHANGE OF USE – HEALTH CARE SERVICES. LOTS 3 AND 4 ON M9162, 59 MARSTERSON STREET, MUTCHILBA.

This application is for a Material Change of Use – Health Care Services over land described as Lots 3 and 4 on M9162, situated at 59 Marsterson Street, Mutchilba is submitted on behalf of the Jeanne Lynette and Ebbi Erl Swemmer, the owners of the site.

The application comprises of Application Forms, Max Slade Designs Proposal Plans, SmartMaps and this Town Planning Submission. It is understood that proponent will provide payment of the Application Fee with the Mareeba Shire Council.

The Site

The subject land is described as Lots 3 and 4 on M9162, Locality of Mutchilba and situated at 59 Marsterson Street, Mutchilba. The site is owned by Jeanne Lynette and Ebbi Erl Swemmer who are also the applicants for the proposed development. The subject site comprises of two generally regular shaped FreeHold allotments, has an area of 1,222 m² and contains frontage to Marsterson Street. The site contains an existing structure.

In relation to the current State Governmental Mapping the site is Not Mapped as containing Remnant Vegetation, Regrowth Vegetation and Essential Habitat nor is the site designated as including a Referable Wetland or Wetland Protection Area. The site is not located within 25 metres of a State Controlled Road nor within 25 metres of a Railway Corridor. It is considered that the proposal does not require Referral to any State Agencies.

Historic Use of the Site and Adjoining Uses

Freshwater Planning Pty Ltd understands that the site, which contains an existing structure, was originally used as an Office for SunWater. Since this use, the structure has been utilised as a Dwelling House until now. The site is located on Marsterson Street which contains the existing Roadhouse, Fuel, General Store and Post Office and the recently converted Church, into Home Based Business, to the east and the vacant parcel to the west.

The Proposed Development

The proposed development is for a Material Change of Use – Health Care Services in the Low Density Residential Zone of the Mareeba Shire Council's Planning Scheme. The site is located at 59 Marsterson Street, Mutchilba and is more particularly described as Lots 3 and 4 on M9162. The site is generally regular in shape, has an area of 1,222 m² and contains an existing structure. The site is connected to all available and necessary services with Page no change to the existing proposed.

A Development Permit for a Material Change of Use is sought to facilitate the provision of Health Care Services over the property within the existing and previously utilised SunWater Offices. The proposal is to convert the existing Building to house Health Care Services which is considered to complement the existing Commercial Buildings and Uses on Marsterson Street. The proposed development of this property provides for appropriate Uses to service and support the residents of the immediate Mutchilba Residential Area, surrounding Residential Areas (Dimbulah, etc) and the surrounding Mareeba Region and Environs. No change to the existing Residential nature or character of the Zone is envisaged with the Material Change of Use as it proposes Uses to service the everyday needs to support Mutchilba, surrounding Townships and Mareeba's Region. The proposal will provide an appropriate development while maintaining the existing amenities and aesthetics of the site.

The facilitation of the conversion of the existing 96 m² structure into a Health Care Service will encompass the following:

- Two (2) Consulting Rooms
- 🜲 Treatment Room
- 🜲 Lunch Room
- Reception and Waiting Room
- Amenities

The site contains frontage to Marsterson Street and encompasses existing access to the rear of the site. The Max Slade Design Proposal Plans nominate the provision of five (5) on-street parking spaces, inclusive of a Disabled space, within the existing wide Masterson Street Road Reserve. In addition to this, the Proposal Plans provides for four (4) partially covered Staff Parking spaces to the rear of the Building. It is understood that a new crossover or formalisation of the existing will be required for the proposal. There is sufficient room onsite for the manoeuvring of vehicles and parking for the Health Care Services. Any car parking spaces can satisfy the requirements of Australian Standard AS2890.1 and will be appropriately sealed in keeping with the natural/existing environment.

The site is located in the Low Density Residential Zone of the Mareeba Shire Council's Planning Scheme. A Material Change of Use for Health Care Services is an Impact Assessable Use within this Zone. The application is Impact Assessable.

This Submission provides a comprehensive assessment of the relevant planning instruments and site context for the proposed Uses. This is supported by the attached Max Slade Designs Proposal Plans and the assessment against the relevant aspects of the Mareeba Shire Council's Planning Scheme. It is considered that the proposed development is an appropriate Use for the site, immediate vicinity and surrounding environs providing a necessary supporting Services/Uses to the surrounding local Residents within Mutchilba, surrounding Township, Mareeba and the Tablelands Region.

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Far North Queensland Regional Plan 2009-2031

Lots 3 and 4 on M9162 are identified as being in the Urban Footprint designation of the FNQ Regional Plan Mapping.

The proposal is considered to be an infill development of an existing site. The Material Change of Use is within the Urban Footprint and results in the creation of additional supporting Uses without affecting the existing natural Page environment. The proposal is for a Material Change of Use that provides necessary services to Mutchilba, surrounding Townships and Mareeba which will continue to support the driving industries of the Mareeba Townships and Region. The Health Care Services provides for supporting services to the residents of the immediate Mutchilba, surrounding Townships (Dimbulah, etc), Mareeba and the surrounding environs.

It is considered that the proposed Material Change of Use is not in conflict with the Intent for Urban Footprint designation of the FNQ Regional Plan 2009-2031.

Low Density Residential Zone Code

The proposed development is sought to facilitate the conversion of the existing 96 m² structure to Health Care Services. The proposal is not considered to adversely affect the existing amenity, character and nature of the site and the surrounding vicinity instead, is considered to enhance the existing Marsterson Street Commercial Area. The proposal offers important services to support the ever growing population of the Mutchilba, surrounding Townships and the Township of Mareeba.

Performance outcomes	Acceptable outcomes	Comments
For accepted development subject to re	quirements and assessable development	
Height		
 PO1 Building height takes into consideration and respects the following: (a) the height of existing buildings on adjoining premises; (b) the development potential, with respect to height, on adjoining premises; (c) the height of buildings in the vicinity of the site; (d) access to sunlight and daylight for the site and adjoining sites; (e) privacy and overlooking; and (f) site area and street frontage length. 	AO1 Development has a maximum building height of: (a) 8.5 metres; and (b) 2 storeys above ground level.	Complies, The proposed development is for the conversion of the existing structure onsite. The existing structure is understood to be less than 8.5 metres and is of single storey.
Outbuildings and residential scale		
 PO2 Domestic outbuildings: (a) do not dominate the lot on which they are located; and (b) are consistent with the scale and character of development in the Low-density residential zone. 	 AO2 Domestic outbuildings do not exceed: (a) 100m² in gross floor area; and (b) 5.5 metres in height above natural ground level. 	Not Applicable. No Outbuilding proposed.
Siting		

Perfo	rmance outcomes	Acceptable outcomes	Comments
	lopment is sited in a manner that ders and respects: the siting and use of adjoining premises; access to sunlight and daylight for the site and adjoining sites; privacy and overlooking; opportunities for casual surveillance of adjoining public spaces; air circulation and access to natural breezes; and appearance of building bulk; and relationship with road corridors.	 AO3.1 Buildings and structures include a minimum setback of: (a) 6 metres from the primary road frontage; and (b) 3 metres from any secondary road frontage. AO3.2 Buildings and structures include a minimum setback of 2 metres from side and rear boundaries.	Complies, The proposal is to convert the existing Building onsite into a Health Care Service. The structure already exists and contains existing and appropriate setbacks. No change to the existing Setbacks is proposed. Complies, The existing building is setback to any side and rear boundary of the site.
	mmodation density		
PO4 The activi (h) (i) (j) (k)	density of Accommodation	AO4 Development provides a maximum density for Accommodation activities in compliance with Table 6.2.6.3B.	Not Applicable. No Accommodation Activity proposed.
Gross	s floor area		
 PO5 Buildings and structures occupy the site in a manner that: (a) makes efficient use of land; (b) is consistent with the bulk and scale of surrounding buildings; and (c) appropriately balances built and natural features. 		AO5 Gross floor area does not exceed 600m ² .	Complies, The existing building has a Gross Floor Area of 96 m ² . The site contains an area of 1,222 m ² .
For a	ssessable development		
Build	ing design		
	ing facades are appropriately ned to: include visual interest and architectural variation; maintain and enhance the character of the surrounds; provide opportunities for casual surveillance; include a human scale; and encourage occupation of outdoor space.	AO6 Buildings include habitable space, pedestrian entrances and recreation space facing the primary road frontage.	Complies, The existing building has been meticulously designed to incorporate appropriate visual interests while maintaining the existing character of the Marsterson Street and Mutchilba Area.

Performance outcomes	Acceptable outcomes	Comments	
 PO7 Development complements and integrates with the established built character of the Low density residential zone, having regard to: (a) roof form and pitch; (b) eaves and awnings; (c) building materials, colours and textures; and (d) window and door size and location. 	AO7 No acceptable outcome is provided.	Complies, The proposal is for the conversion of the existing Building into a Health Care Service and is considered to complement the existing and established character of the Low Density Residential Zone, in particular the Mutchilba Area. The proposed and existing designs will ensure to continue the existing visual amenity of Marsterson Street.	Pag 5
Non-residential development			
 PO8 Non-residential development is only located in new residential areas and: (a) is consistent with the scale of existing development; (b) does not detract from the amenity of nearby residential uses; (c) directly supports the day to day needs of the immediate residential community; and (d) does not impact on the orderly provision of non-residential development in other locations in the shire. 	AO8 No acceptable outcome is provided.	Complies, The proposal is for the conversion of the existing Building into a Health Care Service and is considered to complement the existing and established character of the Low Density Residential Zone, in particular the Mutchilba Area. The site converts the existing structure that was originally understood to be used for SunWater Offices. The proposal will ensure to continue the existing visual amenity of Marsterson Street while providing a supporting, day to day need for the Residential Community of Mutchilba, its surrounding Townships and the Mareeba Shire.	
Amenity			
 PO9 Development must not detract from the amenity of the local area, having regard to: (a) noise; (b) hours of operation; (c) traffic; (d) advertising devices; (e) visual amenity; (f) privacy; (g) lighting; (h) odour; and (i) emissions. 	AO9 No acceptable outcome is provided.	The proposal is not considered to detract from the existing amenity of the local area. The existing Building has been meticulously designed similar to that within the immediate area. The proposed development will not create any additional adverse effects to the local area and will not detract from the existing amenity, instead the proposal is considered to enhance the existing amenity of the Marsterson Street.	
 PO10 Development must take into account and seek to ameliorate any existing negative environmental impacts, having regard to: (a) noise; (b) hours of operation; (c) traffic; (d) advertising devices; (e) visual amenity; (f) privacy; 	AO10 No acceptable outcome is provided.	Considered to comply. The proposal is considered to aid in ameliorating any negative environmental impacts over the site.	

Performance outcomes	Acceptable outcomes	Comments	
(g) lighting;(h) odour; and(i) emissions.			

It is considered that the proposed Material Change of Use for Health Care Services within the existing building Page and Mutchilba's Commercial Area (Marsterson Street) of the Low Density Residential Zone is not in conflict with 6 the Purposes or Intent of the Zone Code and is appropriate and acceptable.

Community Activities Code

The proposed development incorporates Health Care Services within the Low Density Residential Zone Allotment. Assessment against the Community Activities Code is provided below. It is considered that the proposal complies with the Intent of the Community Activities Code as it provides a supporting Use to Mutchilba and is acceptable.

Performance outcomes	Acceptable outcomes	Comments
For accepted development subject to r	equirements and assessable development	
Amenity and privacy		
PO1Communityactivitiesareappropriately located and designed toavoid adverse impacts on sensitiveuses related to:(a)noise;(b)lighting; and(c)overlooking.Note—These provisions apply to anyadjoining sensitive use, both on anadjoining site and on the same site asthe Community activity.	 AO1 Along any common boundary with a sensitive land use, development incorporates: (a) a 1.8 metre high solid screen fence; and (b) screening to windows which: (i) face the boundary; (ii) have a sill height less than 1.5 metres; and (iii) are not wholly screened by the boundary fence. 	Complies, The proposed Health Care Service is located within an existing building within the Mutchilba Township. Appropriate fencing to the area can be provided.
If for Educational establishment or Chi	ld care centre	
 PO2 Development is located on a site that is capable of accommodating: (a) all facilities necessary for the use; (b) required landscaping and buffering; and (c) appropriately designed access, manoeuvring and parking areas. 	AO2 The development is located on a site with a minimum: (a) site area of 800m ² ; (b) road frontage of 20 metres; and (c) road reserve width of 20 metres.	Not Applicable. The proposal is for a Health Care Services.
PO3 The design of the development does not result in any safety hazard for children or other users of the facility.	 AO3 A child proof fence or physical barrier is provided to prevent unintended access to the following areas, directly from indoor or outdoor areas intended to accommodate children: (a) Vehicle manoeuvring and parking areas; (b) Refuse storage and servicing areas; and 	Not Applicable. The proposal is for a Health Care Services.

Performance outcomes	
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Acceptable outcomes

(c)

Comments

All conditioning, reingeration	Air	conditioning,	refrigeration
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plant and mechanical plant.

For assessable development

Location							
AO4 AO4 Complies,							
 Development is compatible with the amenity of the surrounding area, having regard to: (a) the location and type of vehicular access and parking; (b) hours of operation; (c) waste storage and collection; (d) advertising devices and signage; (e) visual amenity; (f) privacy; and (g) noise, odour and dust emissions. 	No acceptable outcome is provided.	The proposed Health Care Services is provided within an existing structure and is adjacent to and in proximity to other Commercial Uses (Home-Based Business and Mutchilba's Corner Store, Roadhouse and Post Office). The proposal has been meticulously designed to ensure that the development is compatible with the amenity of Mutchilba.					
PO5 Community activities are highly accessible to the community they	AO5.1 Community activities are not located in a cul-de-sac.	Complies, The site is located on Marsterson Street.					
serve and are located to encourage multi-purpose trips.	 AO5.2 Development is located: (a) within 800 metres walking distance of the Centre zone; or (b) within 400 metres walking distance of a public transport stop; or (c) provided with a connection to the pedestrian and cycle network. 	Complies, The proposal is provided adjacent and in proximity to Mutchilba's Corner Store, Roadhouse and Post Office (Commercial Activities).					
Amenity and privacy							
PO6 Community activities protect and enhance the character and amenity of the locality and streetscape through the appropriate location and screening of: (a) air conditioning; (b) refrigeration plant; (c) mechanical plant; and (d) refuse bin storage areas.	AO6 No acceptable outcome is provided.	Complies, Appropriate screening and refuse storage areas are provided with the proposed development of the site.					
If for Educational establishment or Child care centre							
 PO7 Educational establishments and Child care centres: (a) do not detrimentally impact on the amenity or operations of surrounding land uses; and (b) have suitable separation distances and buffering from sensitive uses. 	AO7 No acceptable outcome is provided.	Not Applicable. The proposal is for a Health Care Services.					

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Bushfire Hazard Overlay Code

The site is Mapped as containing areas of Very High Bushfire Hazard and Potential Impact Buffer (100 metres) over the site. The Very High Hazard is provided within a slither along the eastern boundary and is considered to be incorrectly Mapped and not Ground-truthed, with the balance of the site being Mapped within the Potential Buffer. The site is clear of any vegetation other than landscaping and is connected to the Reticulated Water Page Supply and is located within an existing structure. Any new or future structures are able to be provided with a appropriate setbacks and firebreaks if located within the Mapped Hazard and if required. The proponents will ensure that maintenance and upkeep of the site will be maintained to ensure no build-up of hazardous materials and that any existing or proposed firebreaks are maintained. It is not considered that the proposal will affect the Bushfire Hazard of the property as the site will ensure to remove any piling of fuel loads, contains existing firebreaks, and is provided with appropriate water sources. Any appropriate water source will contain sufficient storage of water for Firefighting Supply and will be provided with the appropriate connections where required.

Flood Hazard Overlay Code

The site is located within the Queensland Floodplain Assessment Overlay as demonstrated on the Flood Hazard Overlay Mapping. However, it is noted that the whole of Mutchilba's Residential Area is Mapped within the Overlay. The proposal is for the conversion of the existing structure into Health Care Services, no change to the existing Flood Immunity is proposed with the proposed development. It is considered that the proposed Material Change of Use is Not Applicable to the Flood Hazard Overlay Code.

Landscaping Code

The proposed development is for the facilitation of a Health Care Services located within the Low Density Residential Zone of the Mareeba Shire Planning Scheme. The site contains an area of 1,222 m² and encompasses existing landscaping. The site is located within Mutchilba, contains existing Landscaping is considered appropriate for the proposed development ensuring that these areas are easily maintained while allowing for casual surveillance and enhance the safety of pedestrians through the Crime Preventions Through Environmental Design (CPTED) principles. It is not considered that the provision of Landscaping is required for the provision of the Health Care Services and that the existing is acceptable.

Parking and Access Code

The site contains frontage to Marsterson Street and encompasses existing access to the rear of the site. The Max Slade Design Proposal Plans nominate the provision of five (5) on-street parking spaces, inclusive of a Disabled space, within the existing wide Masterson Street Road Reserve. In addition to this, the Proposal Plans provides for four (4) partially covered Staff Parking spaces to the rear of the Building. It is understood that a new crossover or formalisation of the existing will be required for the proposal. There is sufficient room onsite for the manoeuvring of vehicles and parking for the Health Care Services. Any car parking spaces can satisfy the requirements of Australian Standard AS2890.1 and will be appropriately sealed in keeping with the natural environment. It is considered that the proposed development is not in conflict with the Purpose or Intent of the Parking and Access Code and is acceptable.

Works, Services, and Infrastructure Code

The proposed development is for the facilitation of a Health Care Services within the existing services structure onsite and designated within the Low Density Residential Zone of the Mareeba Shire Planning Scheme. The site is connected to all available and necessary services with no change to the existing services proposed. The site

contains frontage to Marsterson Street with existing access being retained and formalised or the provision of a new access for the proposed Health Care Services.

No Excavation or Filling is proposed with the Material Change of Use however, if any significant Excavation or Filling associated with the proposed Health Care Services is required than any resultant earthworks will be provided as part of an Operational Works Application.

It is considered that the proposed Health Care Services is not in conflict with the Purposes of the Works, Services, and Infrastructure Code. The proposal is considered acceptable and appropriate.

Conclusion

It is considered that the proposed development for a Material Change of Use to facilitate the provision of a Health Care Services over land described as Lots 3 and 4 on M9162 is appropriate. The proposed design of this development represents a small-scale development that has mitigated all possible negative effects of the surrounding environment maintaining and enhancing an attractive amenity. In particular, the proposed development:

- Utilises an existing structure within the Low Density Residential Allotment converting and enhancing this structure into a Health Care Services Activities providing additional services to Mutchilba, Mareeba and the Region;
- Is not in conflict with the Intent and Purposes for land designated in the Low Density Residential Zone;
- Can meet the Performance Outcomes and the Purpose of the Commercial Activities Code;
- Provides for appropriate and acceptable level of servicing without compromising the environmental values of Mutchilba and Mareeba;
- Is not in conflict with the nominated Overlays;
- Will encompass no significant negative impacts to the existing nature and amenity of the area, instead enhancing the amenity and character as the Material Change of Use provides attractive local services supporting the Residential population of Mutchilba, the surrounding Townships and Mareeba;
- Is not in conflict with the Far North Queensland Regional Plan 2009 2031, in particular the Urban Footprint Designation;
- provides necessary services to Mutchilba, surrounding Townships and Mareeba which will continue to support the driving industries of the Mareeba Townships and Region. The Health Care Services provides for supporting services to the residents of the immediate Mutchilba, surrounding Townships (Dimbulah, etc), Mareeba and the surrounding environs.
- Provides for an appropriate Use within the existing Zoning whilst fostering a stronger Community throughout Mutchilba and the Mareeba Region.

Freshwater Planning Pty Ltd request that Council provide a copy of the Draft Conditions with sufficient time for review prior to issuing a Decision Notice over the site or tabulating any Item on the Agenda. If you have any queries, please do not hesitate to contact Freshwater Planning Pty Ltd.

Yours faithfully,

MATTHEW ANDREJIC

FRESHWATER PLANNING PTY LTD

Page 9 be aware :- SUBSTITUTION OF ANY STRUCTURAL MEMBERS & OR ANY VARIATIONS TO THE DESIGN WILL VOID ANY RESPONSIBILITY OF THE BUILDING DESIGNER FOR THE STRUCTURAL INTREGITY & PERFORMANCE OF THE BUILDING

5-1-



Property Description

Lot 3 & 4 on M9162 Locality - Mutchilba Mareeba Shire Council Area of Land - Lot 3 - 607 sq m & Lot 4 - 615 **Building Classification Class 5** Building Area - 96 sq m Flood overlay - Refer MSC flood overlay map Existing Building is raised approx 800

Bushfire Overlay - Refer MSC bushfire overlay

Existing Building with

Transport Corridor - not applicable to class 5

mapping **Potential Impact** Jump up connection point - not applicable building Lot 3 Lot 4 Of street parking 1 2 3 4 Existing Building Entry access ramp Modify existing kerb and channel entry footpath Install kerb ramp TT DAPB On street parking (a. والتروي المراجعات Marsterson Street 2 3 4 5 Proposed additional asphalt pavement

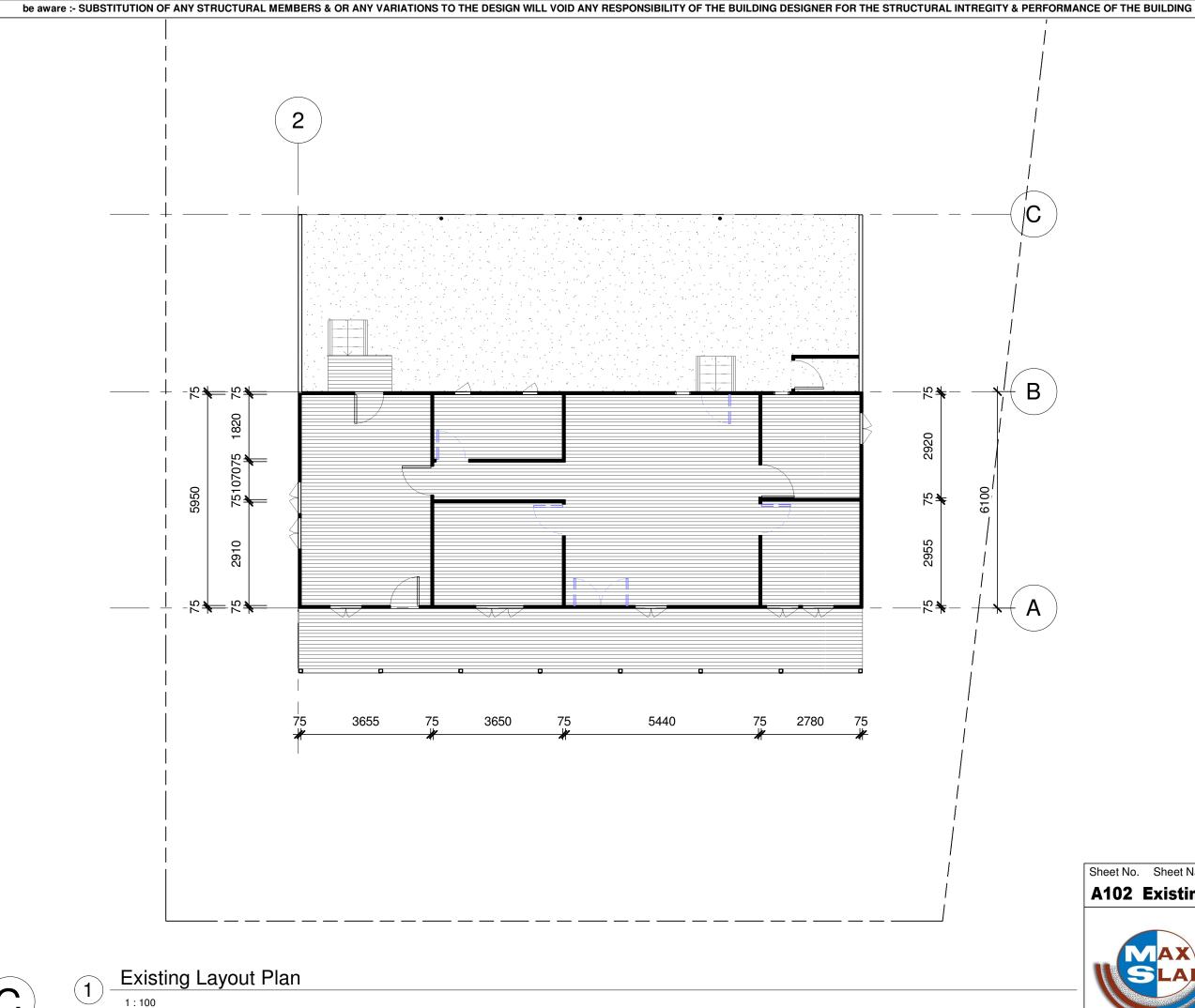
> Aerial Site & Locality Plan 1 1:500

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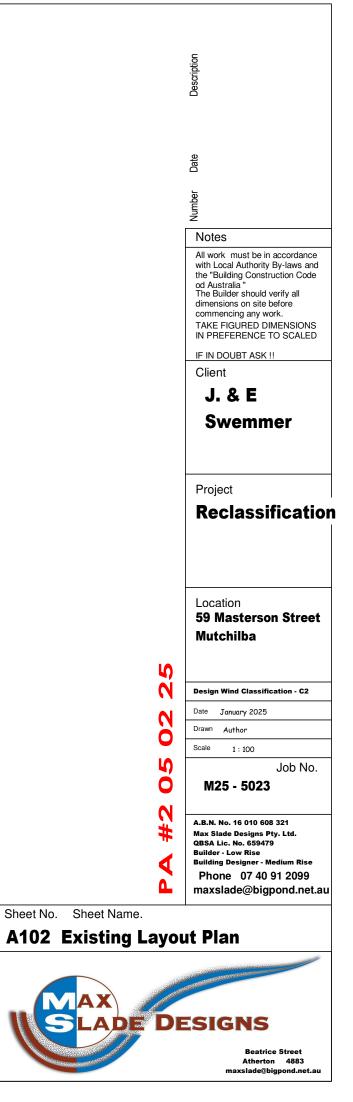
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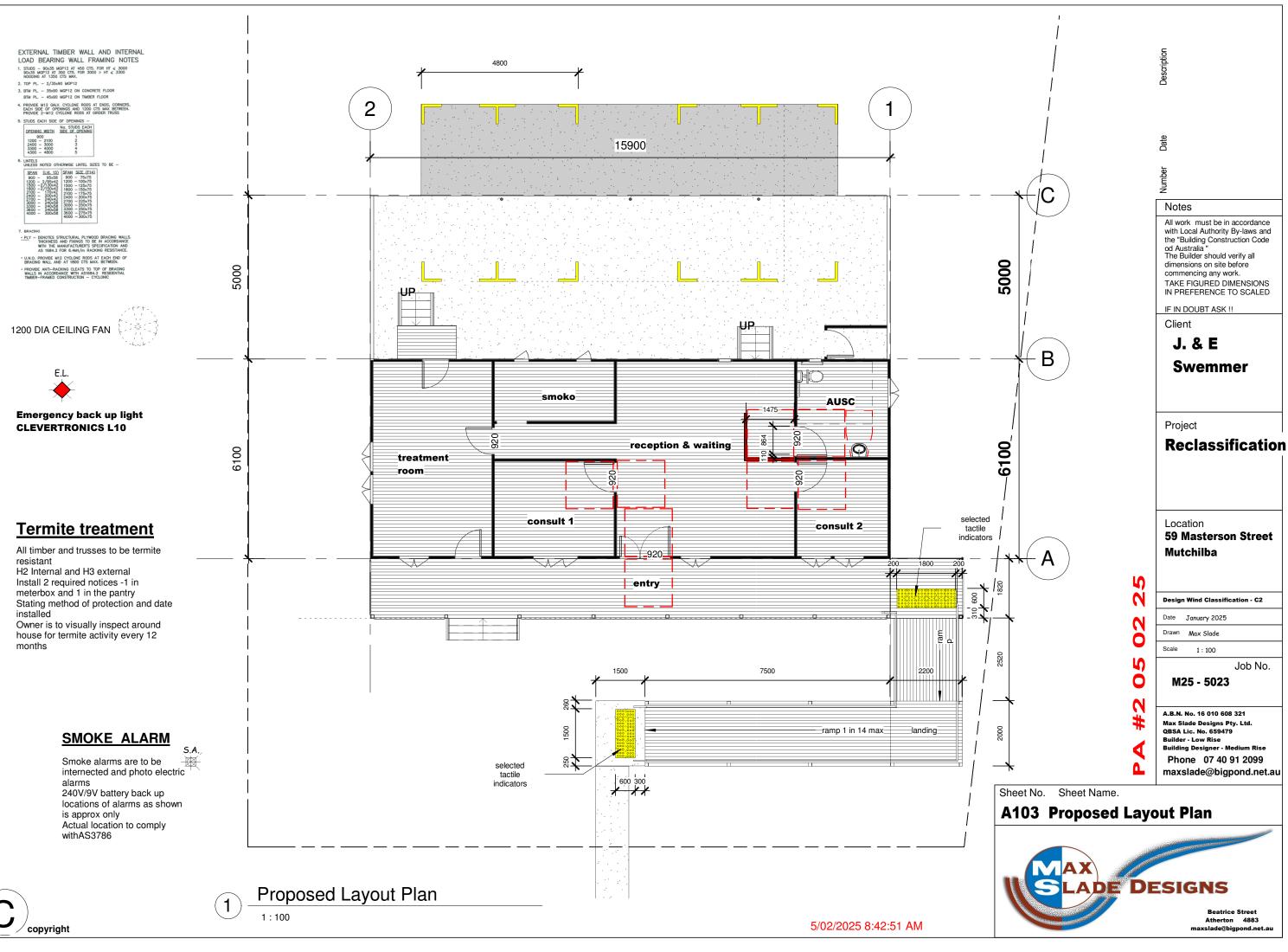
	GENERAL NOTES				
sq m	 1.1 Refer any discrepancy to designer for written instructions 2. All work to be in accordance with the B.C.A. Class 1 & 10. 3. Plumbing & Drainage to comply with AS/NZS 3500. 4. Footings to comply with AS 	Description			
ping	2870.5. Glasing to comply with AS 1288.	Date			
у	6. Cold formed steel to comply wtih AS/NZS 4600.				
hin	7. Timber framing to comply with AS 1684.3-2006.	Number			
	8. Termite treatment: Timber to				
	be preservative treated (L.O.S.P.)	Notes			
	in accordance with AS 3660-2000.	All work must be in accordance with Local Authority By-laws and			
	9. Stormwater to be discharged	the "Building Construction Code od Australia " The Builder should verify all			
	to council regulations. 10. All structural fixed bolts,	dimensions on site before commencing any work.			
;	nuts and washers to be hot	TAKE FIGURED DIMENSIONS			
	dipped galvanised. 11. Confirm all joinery fit-out	IN PREFERENCE TO SCALED			
1	details with proprietor prior to construction.	IF IN DOUBT ASK !! Client			
		J. & E			
		Swemmer			
184					
E E					
-	NORTH	Project			
0	NUN	Reclassification			
don -					
Strand		Location 59 Masterson Street Mutchilba			
	5	Design Wind Classification - C2			
1		Date January 2025			
	6	Drawn Max Slade			
		Scale 1 : 500			
	05	Job No.			
Alt		M25 - 5023			
	# 7	A.B.N. No. 16 010 608 321			
	*	Max Slade Designs Pty. Ltd. QBSA Lic. No. 659479			
		Builder - Low Rise Building Designer - Medium Rise			
	A A	Phone 07 40 91 2099			
		maxslade@bigpond.net.au			
S	heet No. Sheet Name.				
ļ	A101 SITE PLAN				
CAX SLADE DESIGNS Beatrice Street					
		Atherton 4883 maxslade@bigpond.net.au			



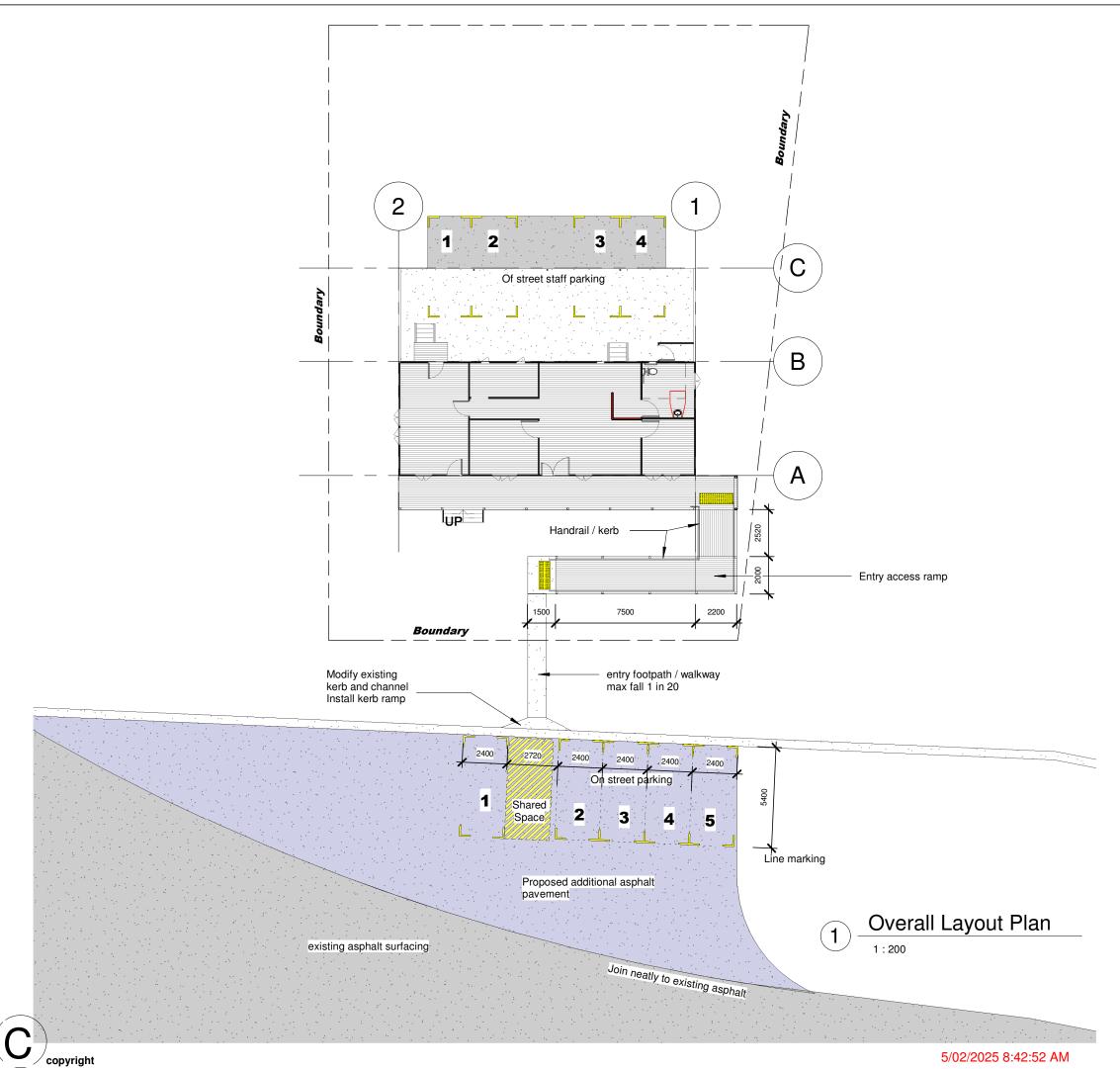
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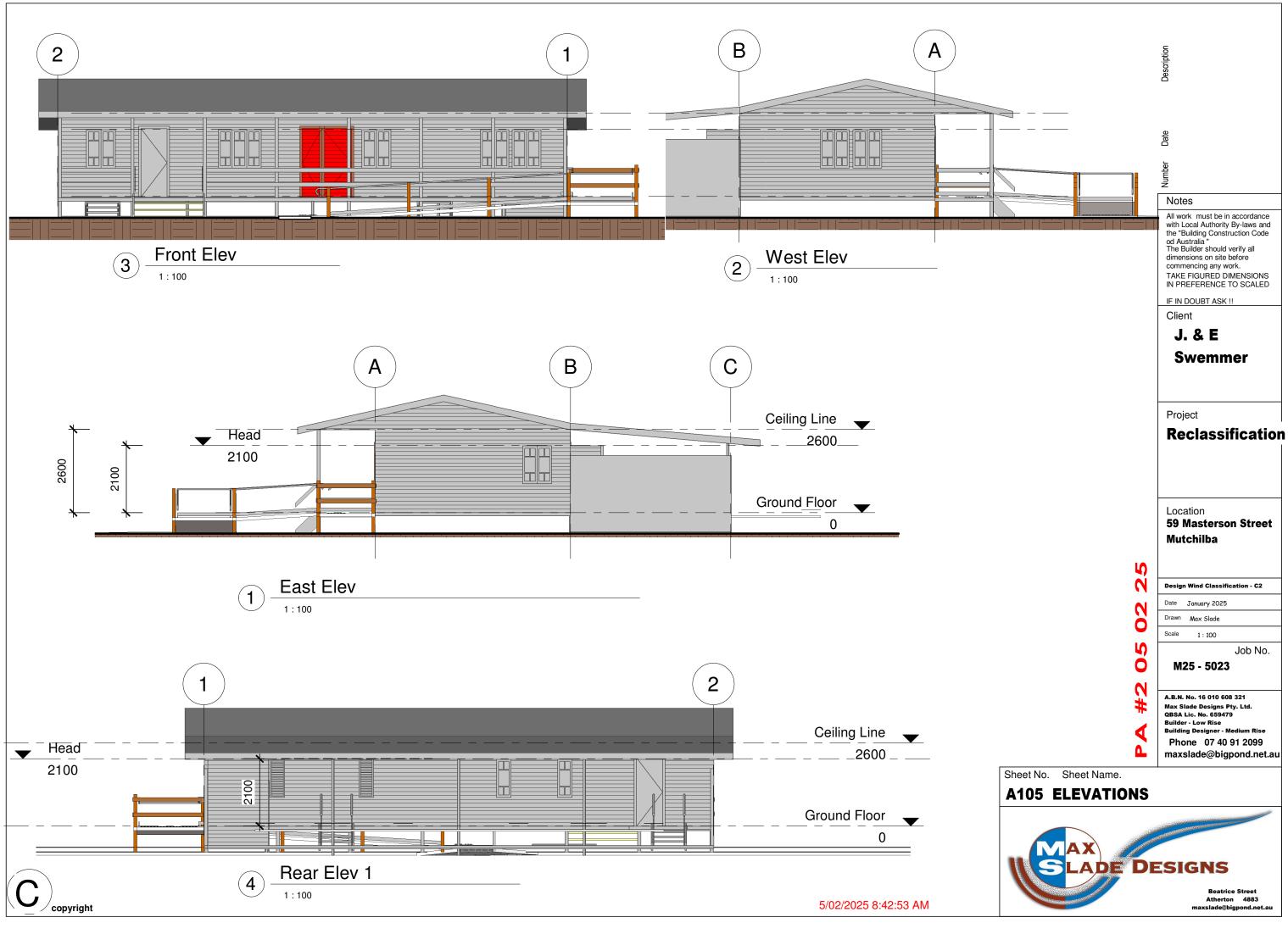




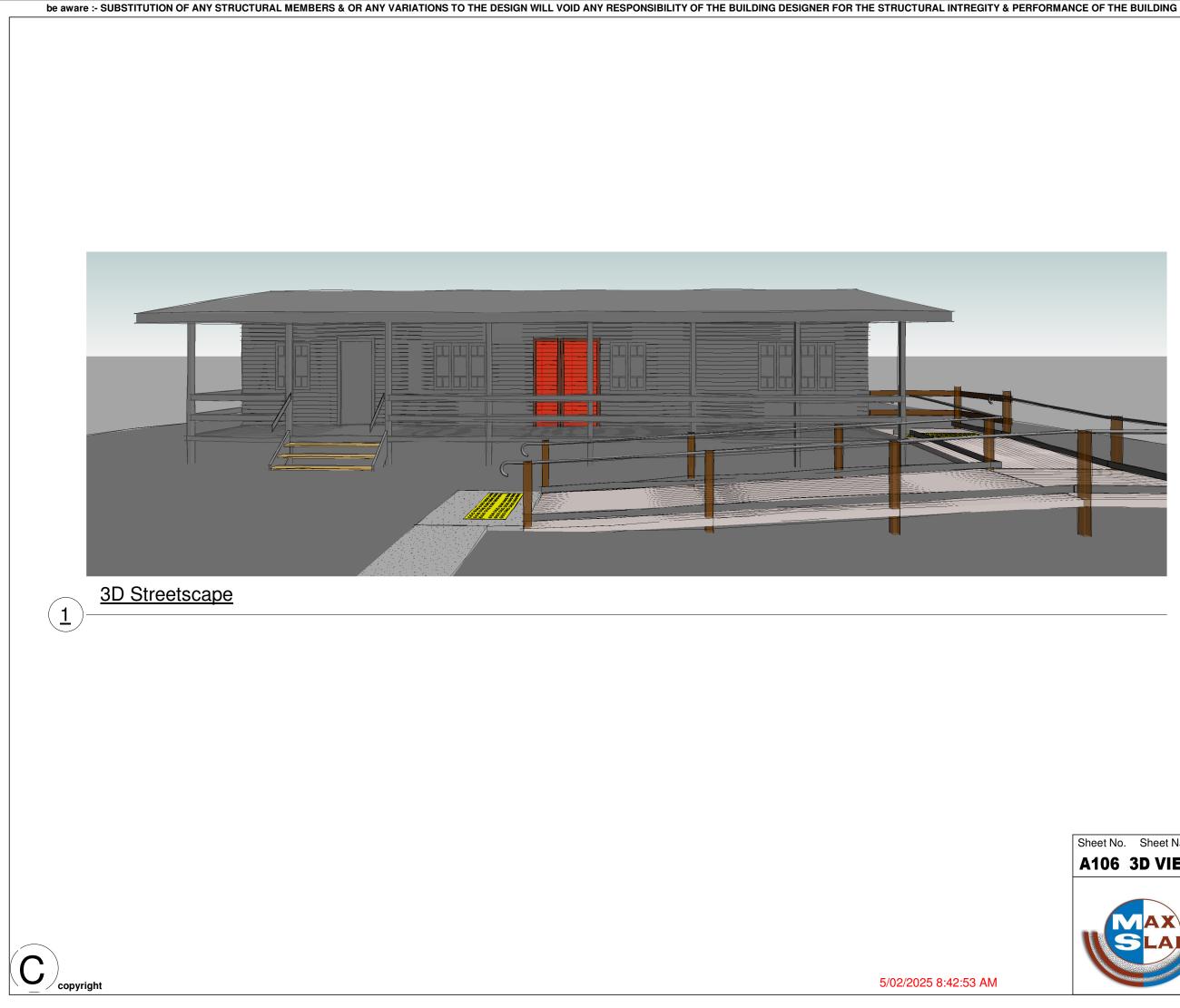
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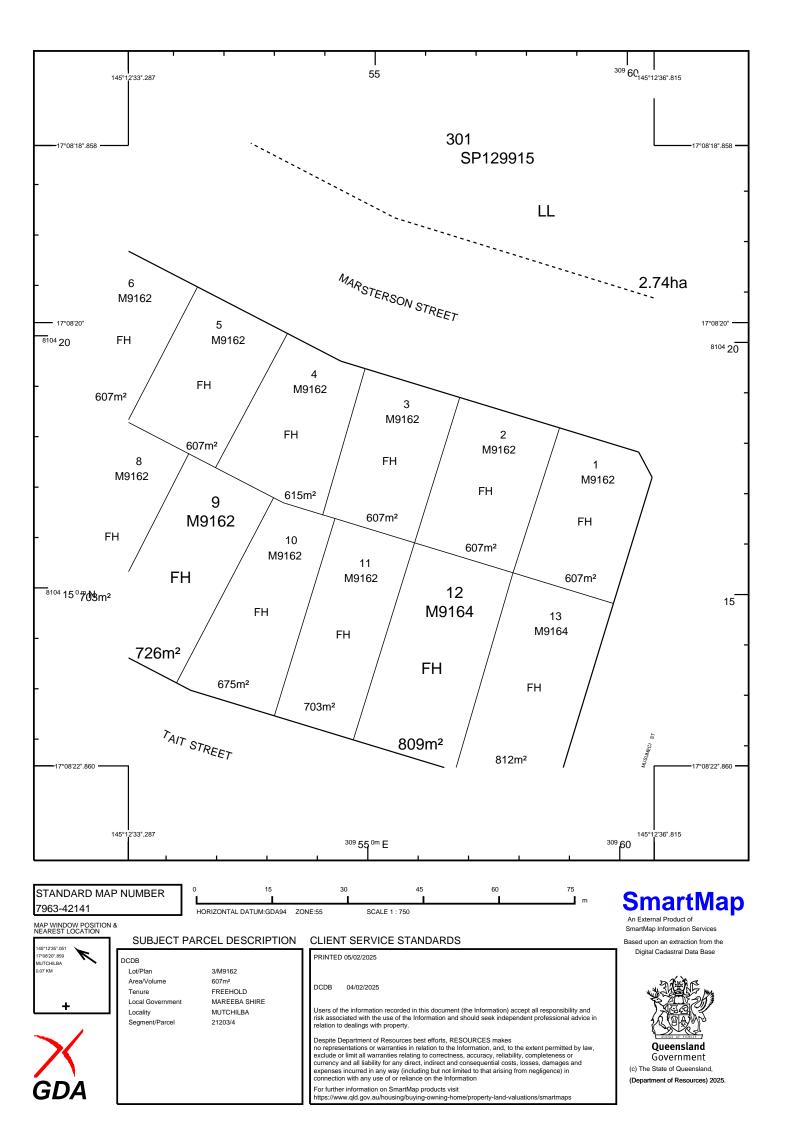


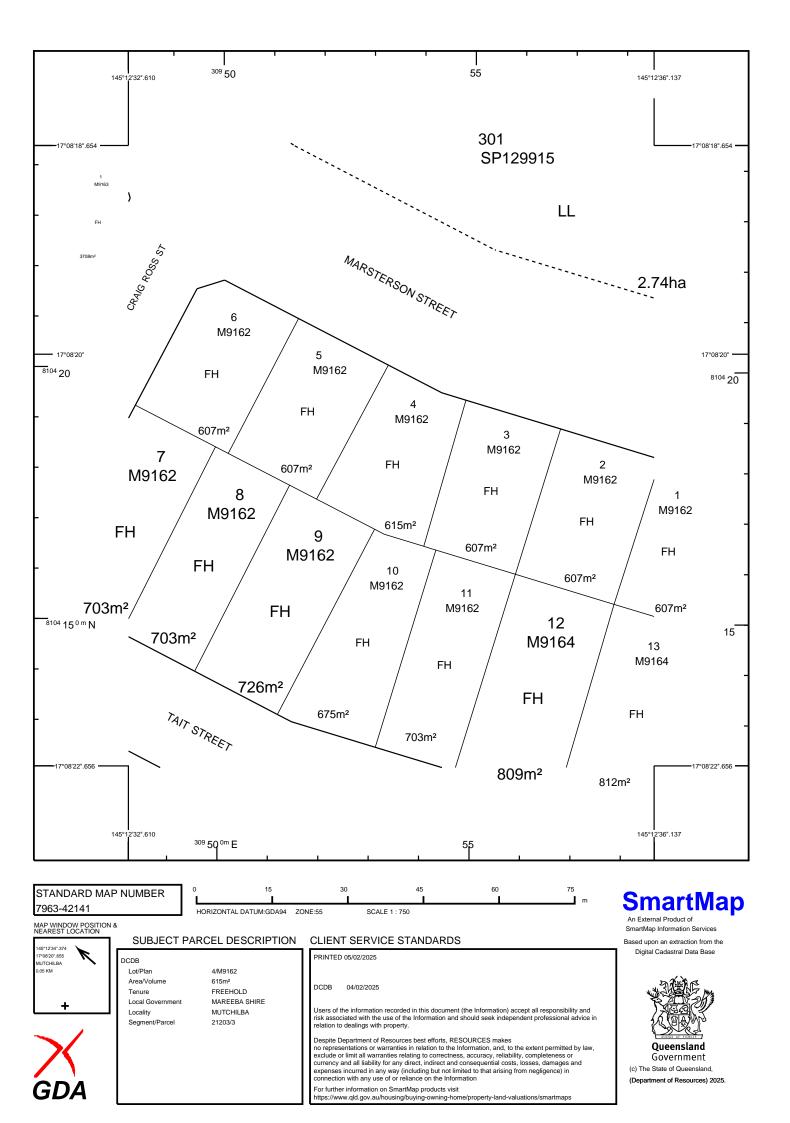


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DA Form 1 – Development application details

Approved form (version 1.6 effective 2 August 2024) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use DA Form 2 – Building work details.

For a development application involving building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot), use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details.*

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

1) Applicant details					
Applicant name(s) (individual or company full name)	Jeanne Lynette and Ebbi Erl Swemmer				
Contact name (only applicable for companies)					
Postal address (P.O. Box or street address)	C/ Freshwater Planning Pty Ltd				
	17 Barronview Drive				
Suburb	Freshwater				
State	QLD				
Postcode	4870				
Country	Australia				
Contact number	0402729004				
Email address (non-mandatory)	FreshwaterPlanning@outlook.com				
Mobile number (non-mandatory)					
Fax number (non-mandatory)					
Applicant's reference number(s) (if applicable)	F24/37				
1.1) Home-based business					
Personal details to remain private in accordance with section 264(6) of <i>Planning Act</i> 2016					

PART 1 – APPLICANT DETAILS

2) Owner's consent

2.1) Is written consent of the owner required for this development application?

Yes – the written consent of the owner(s) is attached to this development application

 \boxtimes No – proceed to 3)



PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable) Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see <u>DA</u> Forms Guide: Relevant plans.								
	3.1) Street address and lot on plan							
					ots must be liste	ed), O		
Stre	eet address	AND lo	ot on pla	an for a	an adjoining	or adjacent p		premises (appropriate for development in
wat		-			etty, pontoon. A		ted).	
	Unit No.	Stree	et No.		et Name and			Suburb
a)		59			sterson Stree			Mutchilba
,	Postcode	Lot N	0.		Type and Nu	umber <i>(e.g. R</i>	P, SP)	Local Government Area(s)
	4872	3		M91		_		Mareeba Shire Council
	Unit No.	Stree	et No.		et Name and			Suburb
b)		59			sterson Stree			Mutchilba
,	Postcode	Lot N	0.		Type and Nu	umber <i>(e.g. R</i>	P, SP)	Local Government Area(s)
	4872	4		M91	-			Mareeba Shire Council
	oordinates o g. channel dred				e for developme	ent in remote are	as, over part of a	a lot or in water not adjoining or adjacent to land
	lace each set o			• /	te row.			
	ordinates of	premis	es by lo	ongitud	de and latitud	е		
Longit	ude(s)		Latituc	le(s)		Datum		Local Government Area(s) (if applicable)
WGS84								
GDA94								
Other:								
	ordinates of	premis	es by e	asting	and northing	1		
Easting(s) Northing(s) Zone Ref. Datum Local Government Area(s) (if applicable)						Local Government Area(s) (if applicable)		
					54	WGS84		
					55	GDA94		
					56	Other:		
3.3) Ao	dditional prei	mises						
							ion and the d	etails of these premises have been
		neaule	e to this	devel	opment appli	cation		
Not required								
4) Ider	ntify any of th	ne follo	wing the	at app	ly to the pren	nises and pro	vide any rele	vant details
						-		
In or adjacent to a water body or watercourse or in or above an aquifer								
					ansport Infras	tructure Act	1994	
	plan descrip				•			
Name of port authority for the lot:								
In a tidal area								
Name	Name of local government for the tidal area (if applicable):							

Name of port authority for tidal area (if applicable)

On airport land under the Airport Assets (Restructuring and Disposal) Act 2008					
Name of airport:					
Listed on the Environmental Management Register (EMR) under the Environmental Protection Act 1994					
EMR site identification:					
Listed on the Contaminated Land Register (CLR) under the Environmental Protection Act 1994					
CLR site identification:					
5) Are there any existing ecoments over the premises?					

5) Are there any existing easements over the premises? Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see <u>DA Forms Guide.</u>

Yes – All easement locations, types and dimensions are included in plans submitted with this development application

🛛 No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about th	e first development aspect		
a) What is the type of develo	opment? (tick only one box)		
Material change of use	Reconfiguring a lot	Operational work	Building work
b) What is the approval type	? (tick only one box)		
Development permit	Preliminary approval	Preliminary approval that	includes a variation approval
c) What is the level of asses	sment?		
Code assessment	Impact assessment (requi	res public notification)	
d) Provide a brief description lots):	n of the proposal (e.g. 6 unit apart	ment building defined as multi-unit dv	velling, reconfiguration of 1 lot into 3
Health Care Services			
e) Relevant plans Note: Relevant plans are required <u>Relevant plans.</u>	to be submitted for all aspects of this	development application. For further i	information, see <u>DA Forms quide:</u>
Relevant plans of the pro	posed development are attack	ned to the development applic	ation
6.2) Provide details about th	e second development aspect		
6.2) Provide details about tha) What is the type of development	· · ·		
, ,	· · ·	Operational work	Building work
a) What is the type of develo	opment? (tick only one box)		Building work
a) What is the type of develo	opment? (tick only one box)	Operational work	Building work
 a) What is the type of development a) Material change of use b) What is the approval type 	opment? (tick only one box) Reconfiguring a lot (tick only one box) Preliminary approval	Operational work	
 a) What is the type of development of use b) What is the approval type Development permit 	opment? (tick only one box) Reconfiguring a lot (tick only one box) Preliminary approval	Operational work Preliminary approval that	
 a) What is the type of development of use b) What is the approval type Development permit c) What is the level of assess Code assessment 	opment? (tick only one box) Reconfiguring a lot (tick only one box) Preliminary approval sment?	Operational work Preliminary approval that res public notification)	t includes a variation approval
 a) What is the type of development of use b) What is the approval type Development permit c) What is the level of asses Code assessment d) Provide a brief description 	opment? (tick only one box) Reconfiguring a lot (tick only one box) Preliminary approval sment? Impact assessment (requi	Operational work Preliminary approval that res public notification)	t includes a variation approval
 a) What is the type of development of use b) What is the approval type Development permit c) What is the level of asses Code assessment d) Provide a brief description lots): e) Relevant plans 	opment? (tick only one box) Reconfiguring a lot (tick only one box) Preliminary approval sment? Impact assessment (requi	Operational work Preliminary approval that res public notification) tment building defined as multi-unit du	t includes a variation approval



6.3) Additional aspects of development

 Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
 Not required

6.4) Is the application for State facilitated development?

- Yes Has a notice of declaration been given by the Minister?
- 🛛 No

Section 2 - Further development details

7) Does the proposed development application involve any of the following?		
Material change of use	\boxtimes Yes – complete division 1 if assessable against a local planning instrument	
Reconfiguring a lot	Yes – complete division 2	
Operational work	Yes – complete division 3	
Building work	Yes – complete DA Form 2 – Building work details	

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material cha	ange of use		
Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units <i>(if applicable)</i>	Gross floor area (m ²) (if applicable)
Health Care Services	Health Care Services	N/A	96 m²
	use of existing buildings on the premises?		
Yes			
No			
8.3) Does the proposed development re	elate to temporary accepted development u	inder the Planning Reg	ulation?
Yes - provide details below or include	de details in a schedule to this developmen	t application	
🖾 No			
Provide a general description of the ten	nporary accepted development	Specify the stated pe under the Planning R	

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?			
9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)			
Subdivision (complete 10)	Dividing land into parts by agreement (complete 11)		
Boundary realignment (complete 12) Creating or changing an easement giving access to a lot from a constructed road (complete 13)			



10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created Image: Created <th< td=""></th<>				

10.2) Will the subdivision be staged?	
Yes – provide additional details below	
□ No	
How many stages will the works include?	
What stage(s) will this development application apply to?	

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment					
12.1) What are the current and proposed areas for each lot comprising the premises?					
Current lot Proposed lot					
Lot on plan description	Area (m ²)	Lot on plan description	Area (m ²)		
12.2) What is the reason for the boundary realignment?					

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

Note: This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?				
Road work	Stormwater	Water infrastructure		
Drainage work	Earthworks	Sewage infrastructure		
Landscaping	Signage	Clearing vegetation		
Other – please specify:				
14.2) Is the operational work nece	essary to facilitate the creation of n	ew lots? (e.g. subdivision)		
Yes – specify number of new lo	ots:			
No				



14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour) \$

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

Mareeba Shire Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?

Yes – a copy of the decision notice is attached to this development application

The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached

🛛 No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements? Note: A development application will require referral if prescribed by the Planning Regulation 2017. No, there are no referral requirements relevant to any development aspects identified in this development application - proceed to Part 6 Matters requiring referral to the Chief Executive of the Planning Act 2016: Clearing native vegetation Contaminated land (unexploded ordnance) Environmentally relevant activities (ERA) (only if the ERA has not been devolved to a local government) Fisheries – aquaculture Fisheries – declared fish habitat area Fisheries – marine plants Fisheries – waterway barrier works Hazardous chemical facilities Heritage places – Queensland heritage place (on or near a Queensland heritage place) Infrastructure-related referrals – designated premises Infrastructure-related referrals – state transport infrastructure □ Infrastructure-related referrals – State transport corridor and future State transport corridor □ Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels Infrastructure-related referrals – near a state-controlled road intersection Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas Koala habitat in SEQ region – key resource areas Ports – Brisbane core port land – near a State transport corridor or future State transport corridor Ports – Brisbane core port land – environmentally relevant activity (ERA) Ports – Brisbane core port land – tidal works or work in a coastal management district Ports – Brisbane core port land – hazardous chemical facility Ports – Brisbane core port land – taking or interfering with water Ports – Brisbane core port land – referable dams Ports – Brisbane core port land – fisheries Ports – Land within Port of Brisbane's port limits (below high-water mark) SEQ development area SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity SEQ regional landscape and rural production area or SEQ rural living area – community activity SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation SEQ regional landscape and rural production area or SEQ rural living area – urban activity SEQ regional landscape and rural production area or SEQ rural living area – combined use SEQ northern inter-urban break – tourist activity or sport and recreation activity



 SEQ northern inter-urban break – community activity SEQ northern inter-urban break – indoor recreation SEQ northern inter-urban break – urban activity SEQ northern inter-urban break – combined use Tidal works or works in a coastal management district Reconfiguring a lot in a coastal management district or Erosion prone area in a coastal management district Urban design Water-related development – taking or interfering with Water-related development – removing quarry materia Water-related development – referable dams Water-related development – levees (category 3 levees only Wetland protection area 	water (from a watercourse or lake)			
Matters requiring referral to the local government:				
 Airport land Environmentally relevant activities (ERA) (only if the ERA Heritage places – Local heritage places 	has been devolved to local government)			
Matters requiring referral to the Chief Executive of the di	-	on entity:		
 Matters requiring referral to: The Chief Executive of the holder of the licence, if The holder of the licence, if the holder of the licence Infrastructure-related referrals – Oil and gas infrastruct 	is an individual			
Matters requiring referral to the Brisbane City Council: Ports – Brisbane core port land				
Matters requiring referral to the Minister responsible for Ports – Brisbane core port land (where inconsistent with the Ports – Strategic port land 				
Matters requiring referral to the relevant port operator , if Ports – Land within Port of Brisbane's port limits <i>(below</i>)				
Matters requiring referral to the Chief Executive of the re Ports – Land within limits of another port <i>(below high-wate</i>)				
Matters requiring referral to the Gold Coast Waterways Authority:				
Matters requiring referral to the Queensland Fire and Em Tidal works or work in a coastal management district (<i>i</i>)		berths))		
18) Has any referral agency provided a referral response	or this development application?			
☐ Yes – referral response(s) received and listed below an ⊠ No	e attached to this development a	application		
Referral requirement	Referral requirement Referral agency Date of referral respon-			

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application *(if applicable).*

PART 6 – INFORMATION REQUEST

19) Information request under the DA Rules

I agree to receive an information request if determined necessary for this development application

I do not agree to accept an information request for this development application

Note: By not agreeing to accept an information request I, the applicant, acknowledge:

 that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties

• Part 3 under Chapter 1 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules or

• Part 2under Chapter 2 of the DA Rules will still apply if the application is for state facilitated development

Further advice about information requests is contained in the DA Forms Guide.

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)					
\Box Yes – provide details below or include details in a schedule to this development application \boxtimes No					
List of approval/development application references Reference number Date Assessment manager					
Approval Development application					
Approval Development application	Approval				

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)			
Yes – a copy of the receipted QLeave form is attached to this development application			
 No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid Not applicable (e.g. building and construction work is less than \$150,000 excluding GST) 			
Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)	
\$			

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?
Yes – show cause or enforcement notice is attached
🛛 No

23) Further legislative require	ments		
Environmentally relevant ac	ctivities		
23.1) Is this development application also taken to be an application for an environmental authority for an Environmentally Relevant Activity (ERA) under section 115 of the <i>Environmental Protection Act</i> 1994?			
accompanies this develop	nent (form ESR/2015/1791) for ment application, and details ar		nental authority
	tal authority can be found by searching to operate. See <u>www.business.qld.gov.</u>		at <u>www.qld.gov.au</u> . An ERA
Proposed ERA number:	F	Proposed ERA threshold:	
Proposed ERA name:			
Multiple ERAs are applicat this development application	ble to this development applica on.	tion and the details have beer	n attached in a schedule to
Hazardous chemical facilitie	es		
23.2) Is this development app	lication for a hazardous chem	ical facility?	
application	on of a facility exceeding 10%	of schedule 15 threshold is att	tached to this development
No Note: See <u>www.business.qld.gov.au</u>	for further information about hazardou	s chemical notifications.	
Clearing native vegetation			
	application involve clearing na getation Management Act 1999 Management Act 1999?		
Yes – this development ap Management Act 1999 (s2	pplication includes written confi 22A determination)	rmation from the chief executi	ve of the Vegetation
No			
the development application	lication for operational work or materia n is prohibited development. //environment/land/vegetation/applying		
Environmental offsets			
23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a prescribed environmental matter under the <i>Environmental Offsets Act</i> 2014?			nificant residual impact on
Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter			activity assessed as
No Note: The environmental offset section of the Queensland Government's website can be accessed at <u>www.qld.gov.au</u> for further information on environmental offsets.			<u>ov.au</u> for further information on
Koala habitat in SEQ Regio	<u>n</u>		
	application involve a material c nent under Schedule 10, Part 1		
Yes – the development ap	plication involves premises in t	he koala habitat area in the ko	pala priority area
\Box Yes – the development application involves premises in the koala habitat area outside the koala priority area \boxtimes No			
Note : If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at <u>www.desi.gld.gov.au</u> for further information.			



Water resources
23.6) Does this development application involve taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking
overland flow water under the Water Act 2000?
Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the <i>Water Act 2000</i> may be required prior to commencing development
⊠ No
Note: Contact the Department of Resources at www.resources.gld.gov.au for further information.
 DA templates are available from <u>planning.statedevelopment.qld.gov.au</u>. If the development application involves: Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
 Taking or interfering with water in a watercourse, lake or spring: complete DA Form1 Template 2
Taking overland flow water: complete DA Form 1 Template 3.
<u>Waterway barrier works</u> 23.7) Does this application involve waterway barrier works?
Yes – the relevant template is completed and attached to this development application
No
DA templates are available from <u>planning.statedevelopment.qld.gov.au</u> . For a development application involving waterway barrier works, complete DA Form 1 Template 4.
Marine activities
23.8) Does this development application involve aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?
Yes – an associated <i>resource</i> allocation authority is attached to this development application, if required under the <i>Fisheries Act 1994</i>
No
Note: See guidance materials at <u>www.daf.qld.gov.au</u> for further information.
Quarry materials from a watercourse or lake
23.9) Does this development application involve the removal of quarry materials from a watercourse or lake under the <i>Water Act 2000?</i>
 Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development ☑ No
Note: Contact the Department of Resources at <u>www.resources.gld.gov.au</u> and <u>www.business.gld.gov.au</u> for further information.
Quarry materials from land under tidal waters
23.10) Does this development application involve the removal of quarry materials from land under tidal water under the <i>Coastal Protection and Management Act</i> 1995?
☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development ⊠ No
Note : Contact the Department of Environment, Science and Innovation at <u>www.desi.gld.gov.au</u> for further information.
Referable dams
23.11) Does this development application involve a referable dam required to be failure impact assessed under section 343 of the <i>Water Supply (Safety and Reliability) Act 2008</i> (the Water Supply Act)?
Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water
Supply Act is attached to this development application

Note: See guidance materials at <u>www.resources.qld.gov.au</u> for further information.



Tidal work or development within a coastal management district			
23.12) Does this development application involve tidal wo	ork or development in a coas	tal management district?	
 Yes – the following is included with this development a Evidence the proposal meets the code for asses <i>if application involves prescribed tidal work</i>) A certificate of title No Note: See guidance materials at <u>www.desi.gld.gov.au</u> for further information 	sable development that is pres	cribed tidal work (only required	
Queensland and local heritage places			
23.13) Does this development application propose development on or adjoining a place entered in the Queensland heritage register or on a place entered in a local government's Local Heritage Register?			
 Yes – details of the heritage place are provided in the table below No Note: See guidance materials at <u>www.desi.qld.gov.au</u> for information requirements regarding development of Queensland heritage places. For a heritage place that has cultural heritage significance as a local heritage place and a Queensland heritage place, provisions are in place under the Planning Act 2016 that limit a local categorising instrument from including an assessment benchmark about the effect or impact of, development on the stated cultural heritage significance of that place. See guidance materials at www.planning.statedevelopment.qldgov.au for information regarding assessment of Queensland heritage places. 			
Name of the heritage place:	Place ID:		
Decision under section 62 of the Transport Infrastruct	ture Act 1994		
23.14) Does this development application involve new or changed access to a state-controlled road?			
 Yes – this application will be taken to be an application for a decision under section 62 of the <i>Transport</i> Infrastructure Act 1994 (subject to the conditions in section 75 of the <i>Transport Infrastructure Act 1994</i> being satisfied) No 			
Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation			
23.15) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?			
 Yes – Schedule 12A is applicable to the development a schedule 12A have been considered No Note: See guidance materials at www.planning.statedevelopment.gld.g 		t benchmarks contained in	

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist	
I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17 Note: See the Planning Regulation 2017 for referral requirements	⊠ Yes
If building work is associated with the proposed development, Parts 4 to 6 of <u>DA Form 2 –</u> <u>Building work details</u> have been completed and attached to this development application	☐ Yes ⊠ Not applicable
Supporting information addressing any applicable assessment benchmarks is with the development application Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see <u>DA</u> Forms Guide: Planning Report Template.	⊠ Yes
Relevant plans of the development are attached to this development application Note : Relevant plans are required to be submitted for all aspects of this development application. For further information, see <u>DA Forms Guide: Relevant plans</u> .	⊠ Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)	☐ Yes ⊠ Not applicable



25) Applicant declaration

By making this development application, I declare that all information in this development application is true and correct

Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the Right to Information Act 2009); or
- otherwise required by law.
- This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002.*

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received:

Reference number(s):

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment Note: For completion by assessment manager if applicable			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			