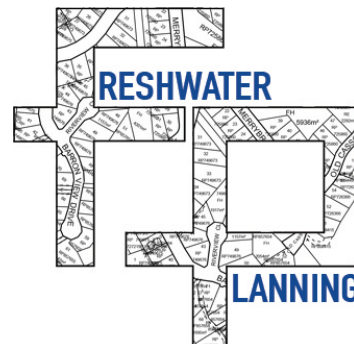


Your Ref:  
Our Ref: F25/23

27 July, 2025

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



**Attention: Planning and Building Department**

Dear Sir,

**RE: APPLICATION FOR A MATERIAL CHANGE OF USE – SHORT-TERM ACCOMMODATION.  
LOT 401 ON SP202126, 27 BRICKLEY STREET, DIMBULAH.**

This application is for a Material Change of Use – Short-Term Accommodation over land described as Lot 401 on SP202126, situated at 27 Brickley Street, Dimbulah is submitted on behalf of the R. Singh, N. Singh, and S. Aujla, the owners of the site.

The application comprises of Application Forms, Max Slade Designs Proposal Plans, SmartMap, Dirt Professionals Report and this Town Planning Submission. It is understood that a Representative of the proponent will provide payment of the Application Fee to Council.

### **The Site**

The subject land is described as Lot 401 on SP202126, Locality of Dimbulah and situated at 27 Brickley Street, Dimbulah. The site is owned by RAJBIR SINGH, NISHAN SINGH, SIMRAN AUJLA who are also the applicants for the proposed development. The subject site comprises of a single irregularly shaped allotment, has an area of 1,806 m<sup>2</sup> and contains frontage to Brickley Street and Park Avenue. The site contains existing Building and associated structures.







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 an Active Railway Corridor. It is considered that the proposal does not require Referral to the State Agencies.

### **The Proposed Development**

The proposed development is for a Material Change of Use – Short-Term Accommodation in the Centre Zone of the Mareeba Shire Council's Planning Scheme. The site is located at 27 Brickley Street, Dimbulah and is more particularly described as Lot 401 on SP202126. The site is irregular in shape, has an area of 1,806 m<sup>2</sup> and contains an existing building and associated structures.

A Development Permit for a Material Change of Use is sought to facilitate the conversion of the existing Building (previously a Restaurant) and structures into Short-Term Accommodation. The proposal is to provide necessary Accommodation supporting the immediate, surrounding Residential Areas, Commercial Activities and Agricultural Industries of Dimbulah and the Mareeba Region. The proposed Short-Term Accommodation will ensure that no change to the existing Centre and adjoining Residential nature of the site and surrounding area is envisaged.

The proposed Short-Term Accommodation allows for the provision of six (6) Bedrooms hosting a total of eighteen (18) persons and a Manager's Unit over the site. The proposed development consists of the following:

-  Common Area
-  Laundry
-  Kitchen
-  Amenities (Toilets and Shower)
-  Six Bedrooms
-  Manager's Room

The proposal also provides for a large area of Open Space, including the provision of a sand volleyball court or similar recreation activities, to the rear of the site. It is also noted that the site is located within proximity to the Dimbulah CBD, is adjacent to a large Park, Tennis Courts and Basketball courts and in proximity to soccer fields and Bowls Club located on Park Avenue. It is considered that an appropriate level of recreational activities is provided over the site and within proximity to the proposal.

The site contains frontage to Brickley Street and Park Avenue and proposes to retain the existing access crossovers from Park Avenue. The proposal provides for the provision of existing car parking spaces in addition to a Bus Park. There are existing on-street parking available with the Proposal Plans noting the ability for additional on-street parking. The proponents additionally can provide the ability for bicycles parking for the Short-Term Accommodation patrons. The existing and proposed parking spaces are considered appropriate and acceptable given the site's proximity to the Dimbulah CBD, employee Buses/Transportation and availability of bicycles.

The site is connected to all available services and no change to the existing level of servicing is proposed with the conversion of the existing Restaurant Building to Short-Term Accommodation. Appropriate Landscaping in the form of screening hedges/gardens and screening can be provided with the existing Landscaping to be maintained and enhanced.

The Proposal Plans identify appropriate fencing to be provided along with Effluent Disposal Trenches as per the attached provided Dirt Professionals Report. The Dirt Professionals Report provides for the provision of a new wastewater system to be designed for the equivalent of twenty-two (22) persons. Further, the Proposal Plans identify the provision of a Stormwater crossflow rock drain to pick up any existing Stormwater flow over the site, directing the flows to the legal point of discharge and ensuring a non-worsening effect for the proposed development.

The site is located in the Centre Zone of the Mareeba Shire Council's Planning Scheme. A Material Change of Use for Short-Term Accommodation is a Code Assessable Use within this Zone. The Application is Code 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 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 additional Accommodation

to the surrounding and local residents, Commercial Activities and Agricultural Industries of Dimbulah, Mareeba, and the Tablelands Region.

## Far North Queensland Regional Plan 2009-2031

Lot 401 on SP202126 is identified as being in the Urban Footprint designation of the FNQ Regional Plan Mapping.

The proposal is considered to be an intensification (infill/re-development) of an existing site. The Short-Term Accommodation is designated within the Urban Footprint and results in a more appropriate intensification resulting in the ability for greater densities without affecting the existing natural environment.

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.

## Centre Zone Code

The proposal is for a Material Change of Use to facilitate the conversion of the existing Building into Short-Term Accommodation in the Centre Zone of the Mareeba Shire Planning Scheme. The purpose of the proposed development is to provide an additional Residential Accommodation catering for a diversity of higher density residential housing accommodation within proximity to the Dimbulah town centre and other community facilities.

The proposal also provides greater densities further consolidating the Urban Area. No change to the Commercial and adjoining Residential nature of the area is envisaged from the proposed Material Change of Use. The proposed development will ensure to protect the existing adjacent Residential Area from the intrusion of Incompatible Land Uses as the proposal proposes additional Residential Accommodation within an existing Building. It is considered that the proposed Short-Term Accommodation is not in conflict with the Intent or Purposes for the Centre Zone.

Performance outcomes	Acceptable outcomes	Comments
<b>For accepted development subject to requirements and assessable development</b>		
<b>Height</b>		
<b>PO1</b> Building height takes into consideration and respects the following: <ul style="list-style-type: none"> <li>(a) the height of existing buildings on adjoining premises;</li> <li>(b) the development potential, with respect to height, on adjoining premises;</li> <li>(c) the height of buildings in the vicinity of the site;</li> <li>(d) access to sunlight and daylight for the site and adjoining sites;</li> <li>(e) privacy and overlooking; and</li> <li>(f) site area and street frontage length.</li> </ul>	<b>AO1</b> Development has a maximum building height of: <ul style="list-style-type: none"> <li>(a) 8.5 metres; and</li> <li>(b) 2 storeys above ground level.</li> </ul>	Complies, The proposed Short-Term Accommodation will be provided within the existing Building which does not exceed 8.5 metres nor 2 storeys.
<b>Siting</b>		

Performance outcomes	Acceptable outcomes	Comments
<b>PO2</b> Development is sited in a manner that considers and respects: <ul style="list-style-type: none"> <li>(a) the siting and use of adjoining premises;</li> <li>(b) access to sunlight and daylight for the site and adjoining sites;</li> <li>(c) privacy and overlooking;</li> <li>(d) opportunities for casual surveillance of adjoining public spaces;</li> <li>(e) air circulation and access to natural breezes;</li> <li>(f) appearance of building bulk; and</li> <li>(g) relationship with pedestrian spaces.</li> </ul>	<b>AO2.1</b> Buildings are built to the road frontage/s of the site.  Note—Awning structures may extend into the road reserve where provided in accordance with <b>PO5</b> .	Complies, The proposal is for the conversion of an existing Building into Short-term Accommodation. No changes to the existing setbacks are provided with the proposal.
	<b>AO2.2</b> Buildings are setback and boundary treatment(s) are undertaken in accordance with <b>Table 6.2.1.3B</b> .	Complies, The proposal is for the conversion of an existing Building into Short-term Accommodation. No changes to the existing setbacks are provided with the proposal.
<b>Accommodation density</b>		
<b>PO3</b> The density of Accommodation activities: <ul style="list-style-type: none"> <li>(a) contributes to housing choice and affordability;</li> <li>(b) respects the nature and density of surrounding land use;</li> <li>(c) does not cause amenity impacts beyond the reasonable expectation of the planned accommodation density for the centre; and</li> <li>(d) is commensurate to the scale and frontage of the site.</li> </ul>	<b>AO3</b> Development provides a maximum density for Accommodation activities of: <ul style="list-style-type: none"> <li>(a) 1 dwelling or accommodation unit per 120m<sup>2</sup> site area; and</li> <li>(b) 1 bedroom per 60m<sup>2</sup> site area.</li> </ul>	Complies, The proposal is for the conversion of the existing Restaurant Building into a six (6) bedroom Short-term Accommodation providing accommodation for 18 persons (beds) in addition to a manager's unit. The site contains an area of 1,806 m <sup>2</sup> allowing for 15 units or 30 beds.
<b>Site cover</b>		
<b>PO4</b> Buildings and structures occupy the site in a manner that: <ul style="list-style-type: none"> <li>(a) makes efficient use of land;</li> <li>(b) is consistent with the bulk and scale of surrounding buildings; and</li> <li>(c) appropriately balances built and natural features.</li> </ul>	<b>AO4</b> Site cover does not exceed 90%.	Complies, The proposal is for the conversion of the existing Building over the site with no change to the existing site coverage proposed. The proposal has a site coverage of significantly less than 90%.
<b>For assessable development</b>		
<b>Building design</b>		
<b>PO5</b> Building facades are appropriately designed to: <ul style="list-style-type: none"> <li>(a) provide an active and vibrant streetscape;</li> <li>(b) include visual interest and architectural variation;</li> <li>(c) maintain and enhance the character of the surrounds;</li> </ul>	<b>AO5.1</b> Buildings address and provide pedestrian entrances to: <ul style="list-style-type: none"> <li>(a) the primary pedestrian frontage where a single frontage lot or multiple frontage lot that is not a corner lot;</li> <li>(b) the primary and secondary frontages where a corner lot, with a pedestrian entrance provided on each frontage</li> </ul>	Complies, The proposal is for the conversion of the existing Restaurant into a Short-Term Accommodation. No change to the existing pedestrian entrances, access, frontage and streetscape is envisaged.

Performance outcomes	Acceptable outcomes	Comments
(d) provide opportunities for casual surveillance; (e) include a human scale; and (f) encourage occupation of outdoor space.	and/or as part of a corner truncation; and (c) any adjoining public place, with the main entrance provided on this boundary.	
	<b>A05.2</b> Building frontages: (a) are broken into smaller, 10 metre wide components by doors, display windows, pillars and structural elements; (b) are articulated with projections and recesses; (c) include windows where the bottom of the window is located between 0.6 metres and 0.9 metres above the footpath level; and (d) have a minimum 40% of the building facade facing the street is comprised of windows that are not painted or treated to obscure transparency.	Complies, The proposal is for the conversion of the existing Restaurant into a Short-Term Accommodation. No change to the existing building frontages, recesses and windows is envisaged.
	<b>A05.3</b> Buildings incorporate cantilevered awnings that are: (a) provided along the full length of the building's frontage to the street; (b) setback 0.6 metres from the face of the kerb or to match the alignment of the awning/s of the adjoining building/s; (c) a minimum of 3 metres and a maximum of 4.2 metres above the finished level of the footpath from the underside of the awning; and (d) truncated at the corner with a 2 metre single cord truncation where located on a corner site.	Complies, The proposal is for the conversion of the existing Restaurant into a Short-Term Accommodation. The building contains an existing awning and setbacks.
<b>PO6</b> Development complements and integrates with the established built character of the Centre 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.	<b>A06</b> No acceptable outcome is provided.	Complies, The Short-Term Accommodation converts the existing Building ensuring to complement and integrate with the existing Centre Area. This is the main purpose of the proposed Material Change of Use, and all buildings can comply with the requirements of the Centre Zone Code having regard to the existing amenity.

Performance outcomes	Acceptable outcomes	Comments
<b>Accommodation activities</b>		
<b>PO7</b> Accommodation activities are appropriately located in buildings in the Centre zone, having regard to: (a) the use of adjoining premises; and (b) the provision of an active and vibrant streetscape.	<b>A07</b> Accommodation activities are located above the ground floor.	Complies, The Short-Term Accommodation will ensure to be appropriately designed to protect the visual aesthetics, character, nature, and amenity of the surrounding Centre Zone and Residential Area. This is the main purpose of the proposed Material Change of Use converting the existing structure/s.
<b>Amenity</b>		
<b>PO8</b> 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.	<b>A08</b> No acceptable outcome is provided.	The proposal is for Residential Accommodation with the existing Building within the Dimbulah Centre Zone. It is not considered that the proposed Short-Term Accommodation will detract from the local amenity. No change to the existing amenity is envisaged with the Material Change of Use.
<b>PO9</b> 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; (g) lighting; (h) odour; and (i) emissions.	<b>A09</b> No acceptable outcome is provided.	The proposal is for Residential Accommodation with the existing Building. No change to the existing amenity is envisaged with the Material Change of Use. It is not considered that the proposal will detract or negatively impact on the existing environment. No change to the existing amenity is envisaged with the conversion and the proposal ensures to take into consideration and seek to ameliorate the existing environment as demonstrated by the proposed layout.

The proposed development is considered to generally comply with the Code achieving the Acceptable Outcomes and where not able to be met, or are available, meet the Performance Outcomes of the Code. The proposed development is considered appropriate and not in conflict with the Centre Zone Code as it provides for additional Residential Accommodation to support and service the immediate and surrounding Dimbulah Residential Area, Commercial Activities, Rural Industries and Townships.

### Accommodation Activities Code

The proposed development is for the facilitation of Short-Term Accommodation providing additional Residential Accommodation within the Dimbulah Township. Assessment against the relevant aspects of the Accommodation Activities Code is provided below.

Performance outcomes	Acceptable outcomes	Comments
<b>For accepted development subject to requirements and assessable development</b>		
<b>All Accommodation activities, apart from Dwelling house</b>		
<b>PO1</b> Accommodation activities are located on a site that includes sufficient area: <ul style="list-style-type: none"> <li>(a) to accommodate all buildings, structures, open space and infrastructure associated with the use; and</li> <li>(b) to avoid adverse impacts on the amenity or privacy of nearby land uses.</li> </ul>	<b>AO1</b> Development is located on a site which provides the applicable minimum site area and minimum road frontage specified in <b>Table 9.3.1.3B</b> .	Complies, The proposed Short-Term Accommodation is located over the site containing an area of 1,806 m <sup>2</sup> with frontage to Brickley Street and Park Avenue. The site contains appropriate street frontages and sufficient area for the appropriate location of the Accommodation Activities.
<b>All Accommodation activities, apart from Tourist park and Dwelling house</b>		
<b>PO2</b> Accommodation activities are provided with on-site refuse storage areas that are: <ul style="list-style-type: none"> <li>(a) sufficient to meet the anticipated demand for refuse storage; and</li> <li>(b) appropriately located on the site having regard to potential odour and noise impacts on uses on the site and adjoining sites.</li> </ul>	<b>AO2.1</b> A refuse area is provided that: <ul style="list-style-type: none"> <li>(a) includes a water connection;</li> <li>(b) is of a size and configuration to accommodate 2x240 litre bins per dwelling or accommodation unit where involving a use other than a residential care facility or retirement facility; and</li> <li>(c) is of a size and configuration to accommodate a minimum of two bulk refuse bins where involving a residential care facility or retirement facility.</li> </ul>	Complies, The proposal can be provided with appropriate on-site Refuse Storage Areas. It is accepted that kerbside collection will be provided. The site contains large areas available for the appropriately positioning to avoid any potential odour and noise impacts.
<b>All Accommodation activities, except for Dwelling house</b>		
<b>PO3</b> Accommodation activities are designed to avoid overlooking or loss of privacy for adjoining uses.  Note—These provisions apply to any adjoining use, both on an adjoining site and on the same site.	<b>AO3</b> The windows of habitable rooms: <ul style="list-style-type: none"> <li>(a) do not overlook the windows of a habitable room in an adjoining dwelling or accommodation unit; or</li> <li>(b) are separated from the windows of a habitable room in an adjoining dwelling or accommodation unit by a distance greater than: <ul style="list-style-type: none"> <li>(i) 2 metres at ground level; and</li> <li>(ii) 8 metres above ground level; or</li> </ul> </li> <li>(c) are treated with: <ul style="list-style-type: none"> <li>(i) a minimum sill height of 1.5 metres above floor level; or</li> <li>(ii) fixed opaque glassed installed below 1.5 metres; or</li> <li>(iii) fixed external screens; or</li> <li>(iv) a 1.5 metre high screen fence along the common boundary.</li> </ul> </li> </ul>	Complies, Any Short-Term Accommodation is positioned appropriately within the site. The proposal is for the conversion of the existing Building with the existing privacy maintained and enhanced. It is considered that the Accommodation Activities will not impact on any privacy for the adjoining Residential or Commercial Allotments.



Performance outcomes	Acceptable outcomes	Comments
<b>PO4</b> Accommodation activities are provided with sufficient private and communal open space areas which: <ul style="list-style-type: none"> <li>(a) accommodate a range of landscape treatments, including soft and hard landscaping;</li> <li>(b) provide a range of opportunities for passive and active recreation;</li> <li>(c) provide a positive outlook and high quality of amenity to residents;</li> <li>(d) is conveniently located and easily accessible to all residents; and</li> <li>(e) contribute to an active and attractive streetscape.</li> </ul>	<b>AO4.1</b> Development, except for Caretaker's accommodation, Dwelling house, Dual occupancy or Home based business, includes communal open space which meets or exceeds the minimum area, dimension and design parameters specified in <b>Table 9.3.1.3C</b> .	Complies, The site contains an area of 1,806 m <sup>2</sup> with existing substantial communal open spaces provided, if needed, in addition to the Communal kitchen, Common Area, Outdoor Recreational Area and Laundry Area.
	<b>AO4.2</b> Development includes private open space for each dwelling or accommodation unit which meets or exceeds the minimum area, dimension and design parameters specified in <b>Table 9.3.1.3D</b> .	Not Applicable. The proposal is for Short-Term Accommodation.
	<b>AO4.3</b> Clothes drying areas are provided at the side or rear of the site so that they are not visible from the street.	Complies, Any clothes drying areas will be located towards the rear of the property so that they are not visible from the street.
	<b>AO4.4</b> If for Dual occupancy, Multiple dwelling, Residential care facility or Retirement facility, development provides a secure storage area for each dwelling or accommodation unit which: <ul style="list-style-type: none"> <li>(a) is located to facilitate loading and unloading from a motor vehicle;</li> <li>(b) is separate to, and does not obstruct, on-site vehicle parking or manoeuvring areas;</li> <li>(c) has a minimum space of 2.4m<sup>2</sup> per dwelling or accommodation unit;</li> <li>(d) has a minimum height of 2.1 metres;</li> <li>(e) has minimum dimensions to enable secure bicycle storage;</li> <li>(f) is weather proof; and</li> <li>(g) is lockable.</li> </ul>	Not Applicable. The proposal is for Short-Term Accommodation.

The proposed development is considered to generally comply with the Code achieving the Acceptable Outcomes and where not able to be met, or are available, meet the Performance Outcomes of the Code. The proposed development is considered appropriate and not in conflict with the Accommodation Activities Code as it provides for additional Residential Accommodation within the Dimbulah Township supporting and servicing the immediate and surrounding Residential Areas, Commercial Activities, Rural Industries and Townships.

### Landscaping Code

The proposed development is for the facilitation of Short-Term Accommodation located within the Centre Zone of the Mareeba Shire Planning Scheme. The site contains an area of 1,806 m<sup>2</sup> with the site containing existing Landscaping. The proposal is for the conversion of the existing Restaurant Building into Short-Term Accommodation with the proposal to maintain and enhance the existing landscaping onsite. Any plantings located onsite will be provided as the preferred plant species which is understood to comply with the requirements of the Planning Scheme Policy. Landscaping is an important feature of a site, the proposed



landscaping will be sourced from a local plant nursery to ensure that readily available and suitable plant species are planted. Plantings of various species, colour scheme, densities and heights will be selected to create a visually attractive site. The existing Landscaping is considered to contribute to the Landscaping character of the Shire, complimenting the immediate surrounds and surrounding vicinity. The Landscaping provides for an attractive streetscape and assists in breaking up and softening the built form of the proposed Short-Term Accommodation. Any plantings provided over the site will ensure suitability of the intended Short-Term Accommodation Use and will not include the provision of invasive weeds. Any 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.

### **Parking and Access Code**

The site contains frontage to Brickley Street and Park Avenue and proposes to retain the existing access crossovers from Park Avenue. The proposal provides for the provision of existing car parking spaces in addition to a Bus Park. There are existing on-street parking available with the Proposal Plans noting the ability for additional on-street parking. The proponents additionally can provide the ability for bicycles parking for the Short-Term Accommodation patrons. The existing and proposed parking spaces are considered appropriate and acceptable given the site's proximity to the Dimbulah CBD, employee Buses/Transportation and availability of bicycles.

The proposal provides for Short-Term Accommodation however, it is common knowledge that the occupants for Short-Term Accommodation either ride share or do not own a vehicle for the majority. While recent trends are starting to show that more and more Short-Term Accommodation users are starting to obtain a vehicle, the majority of these vehicles ride share, with employee Buses/Transportation still the majority transportation measures in addition to the supply of bicycles. The proposal provides for a considered sufficient amount of vehicle parking spaces for the proposed Use and given its proximity to the Dimbulah CBD.

The dimensions of the proposed car parking spaces can satisfy the requirements of Australian Standard AS2890.1 and all parking spaces/driveway areas can be appropriately sealed, where required. 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 Short-Term Accommodation located within the Centre Zone of the Mareeba Shire Planning Scheme. The site contains frontage to the Brickley Street and Park Avenue and proposes to retain the existing access crossovers. The Proposal Plans identify appropriate fencing to be provided along with Effluent Disposal Trenches as per the attached provided Dirt Professionals Report. The Dirt Professionals Report provides for the provision of a new wastewater system to be designed for the equivalent of twenty-two (22) persons. Further, the Proposal Plans identify the provision of a Stormwater crossflow rock drain to pick up any existing Stormwater flow over the site, directing the flows to the legal point of discharge and ensuring a non-worsening effect for the proposed development.

The site is connected to available and necessary services and no change to the existing level of servicing is proposed with the conversion of the Building to Short-Term Accommodation, other than that proposed within the Dirt Professionals Report. Appropriate Landscaping in the form of screening hedges/gardens and screening can be provided with the existing Landscaping to be maintained and enhanced. The proposal will ensure that any additional Stormwater collected from the proposed Short-Term Accommodation will be dispersed over the site or directed to the lawful point of discharge.

Any Filling or Excavation anticipated to be limited to site preparation or be provided as a part of an Operational Works Approval.

It is considered that the proposed Short-Term Accommodation is not in conflict with the Purposes of the Works, Services, and Infrastructure Code. The proposal is considered acceptable and appropriate.

## Conclusion

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It is considered that the proposed development being a Material Change of Use to facilitate the construction of a Short-Term Accommodation over land described as Lot 401 on SP202126 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:

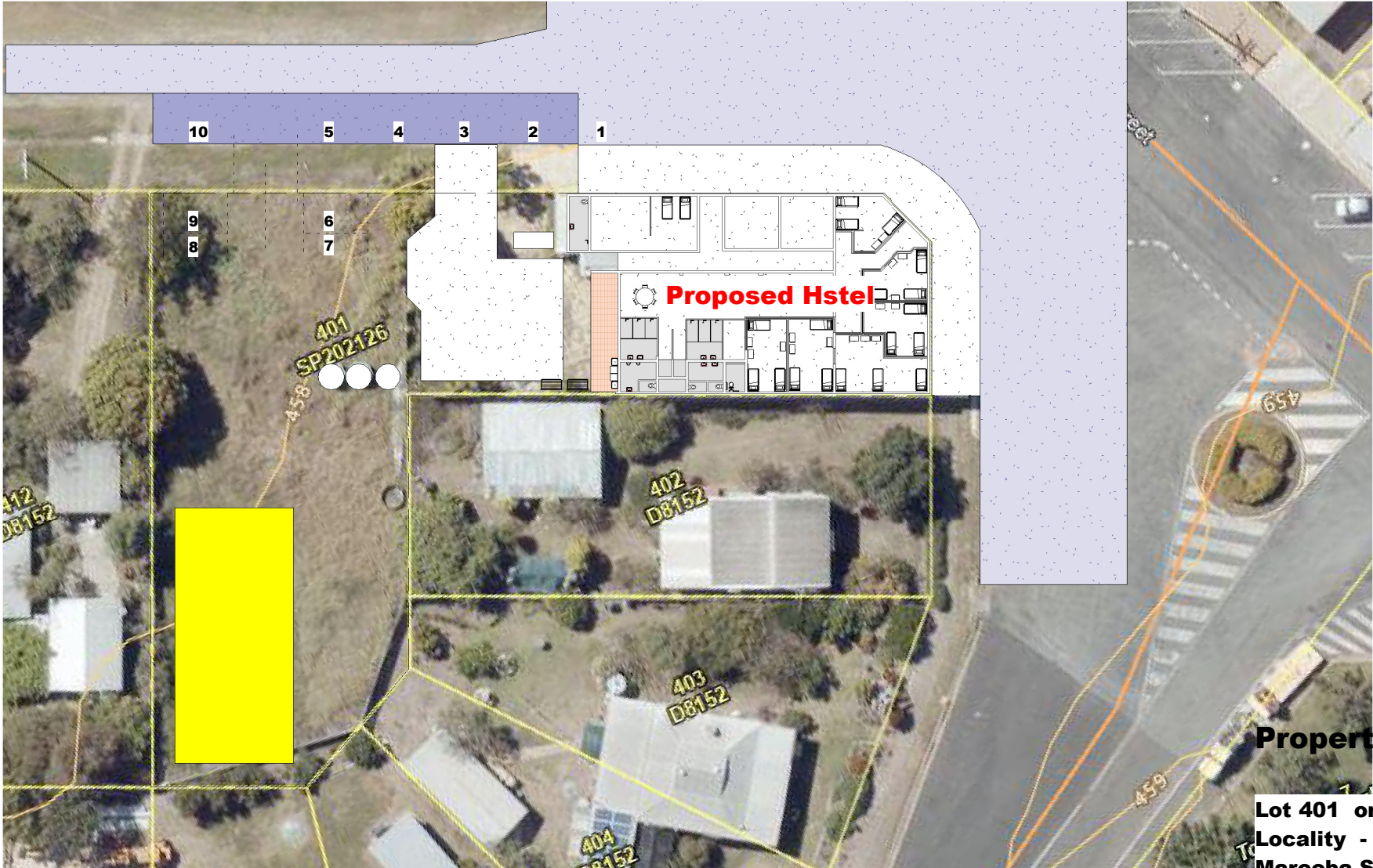
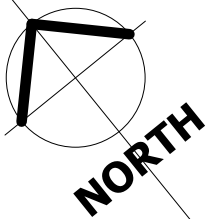
- ✚ Converts a Building (Restaurant) into additional Residential Accommodation which is currently in high demand within the Dimbulah Township;
- ✚ No change to the existing Uses, Commercial or adjoining Residential nature or character of the area is envisaged;
- ✚ Can meet the Performance Outcomes and the Purpose of the Accommodation Activities Codes;
- ✚ Is not in conflict with the Intent or Purposes for land designated in the Centre Zone, as it provides for additional Accommodation supporting the Shire's Residential Areas, Commercial Activities and Rural Industries;
- ✚ Provides for appropriate and acceptable level of servicing without compromising the environmental values of the Shire and Mareeba;
- ✚ Will encompass no significant negative impacts to the existing nature and amenity of the area, instead enhancing the amenity and character of the immediate and surrounding vicinity;
- ✚ Is not in conflict with the Far North Queensland Regional Plan 2009 – 2031, in particular the Urban Footprint Designation; and
- ✚ The proposed development is for the conversion of the existing Restaurant Building to Short-Term Accommodation within the Dimbulah Township ensuring additional Accommodation Activities to support the surrounding Dimbulah Township and environs. This helps to cement Mareeba as a Major Urban Area and Regional Centre of the Tablelands while providing a much needed Accommodation within the Township.

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 and 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**





## Property Description

**Lot 401 on SP 202126**  
**Locality - Dimbulah**  
**Mareeba Shire Council**

**Area of Land - 1806 sq m**  
**Building Classification Class 3**

**Building Area - 441 sq m**

**Flood overlay ????????????????**

**Bushfire Overlay ??????????????**

**Jump up connection point?????????**

**Transport Corridor**

## SUSTAINABLE BUILDING REQUIREMENTS FOR CLASS 1 BUILDINGS

### Acceptable Solutions:

#### Shower Roses:

Shower Roses to be AAA rating when assessed against AS/NZ 6400:2004 or as star rating under the Water Efficiency Labelling Scheme (WELS).

#### Water Supply:

In a service area for retail water service under the Water Act 2000, the water supplied to a new Class 1 building does not exceed pressure levels set out in AS/NZ 3550.1:2003 and if the main water pressure exceeds or could exceed 500 Kpa, a water pressure limiting device is installed to ensure that the maximum operating pressure at the outlet within boundaries of the property does not exceed 500 Kpa.

#### Volume of Water used in Toilet:

In a new Class 1 building, toilet cisterns have dual flush capability that does not exceed 4.5 litres on full flush and 3 litres on half flush.

#### Energy Efficiency Lighting:

In a new Class 1 building, fluorescent lights or compact fluorescent lights (CFLs) are used in 80% of the total area of all rooms. The total area is to include the floor area of the garage, where the garage is associated with the Class 1 building. Air conditioning systems must have an *Energy Efficiency Rating of at least 2.9*

#### Hot Water System:

In a new Class 1 building, a hot water supply is provided by:

- (a) Solar hot water system, or
- (b) A gas hot water system with a five star energy rating.
- (c) A heat pump system.

## GENERAL NOTES

- 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 2870.
5. Glazing to comply with AS 1288.
6. Cold formed steel to comply with AS/NZS 4600.
7. Timber framing to comply with AS 1684.3-2006.
8. Termite treatment: Timber to be preservative treated (L.O.S.P.) in accordance with AS 3660-2000.
9. Stormwater to be discharged to council regulations.
10. All structural fixed bolts, nuts and washers to be hot dipped galvanised.
11. Confirm all joinery fit-out details with proprietor prior to construction.

Description

Date

Number

## Notes

All work must be in accordance with Local Authority By-laws and the "Building Construction Code of Australia". The Builder should verify all dimensions on site before commencing any work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED

IF IN DOUBT ASK !!

## Client

**N Singh**

## Project

**Reclassification - Restaurant Class 5 to Hostel - Class 3**

## Location

**27 Brinckly Street Dimbulah**

## Design Wind Classification - C2

Date January 2025

Drawn Max Slade

Scale 1 : 500

## Job No.

**M25 - 5022**

A.B.N. No. 16 010 608 321

Max Slade Designs Pty. Ltd.

QBSA Lic. No. 659479

Builder - Low Rise

Building Designer - Medium Rise

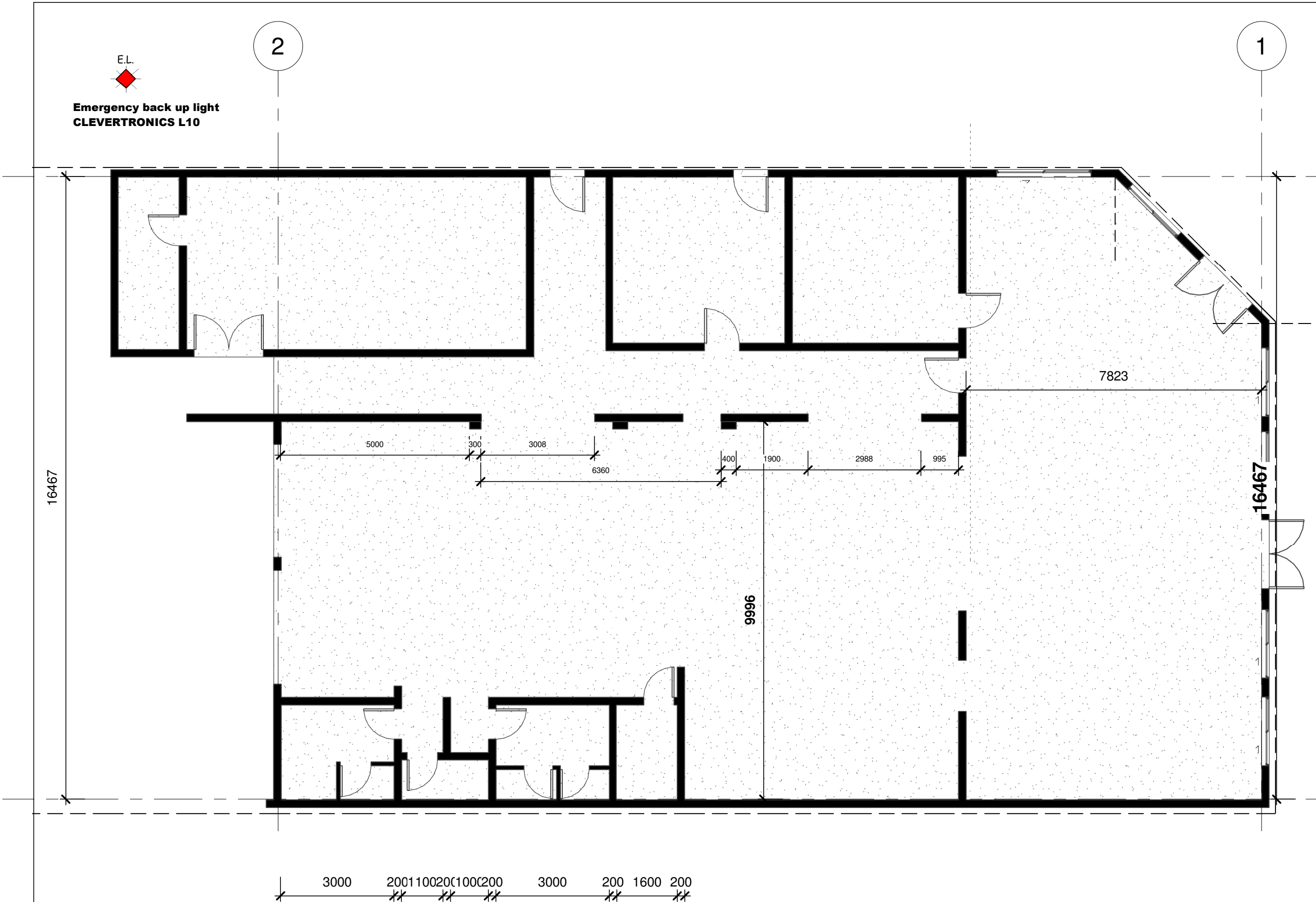
Phone 07 40 91 2099

maxslade@bigpond.net.au

Sheet No. Sheet Name.

**A101 SITE PLAN**





Description

Date  
Number

#### Notes

All work must be in accordance with Local Authority By-laws and the "Building Construction Code of Australia". The Builder should verify all dimensions on site before commencing any work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED

IF IN DOUBT ASK !!

#### Client

**N Singh**

#### Project

**Reclassification -  
Restaurant Class 5  
to Hostel - Class 3**

#### Location

**27 Brinckly Street  
Dimbulah**

#### Design Wind Classification - C2

Date January 2025

Drawn Author

Scale 1 : 100

Job No.

**M25 - 5022**

A.B.N. No. 16 010 608 321  
Max Slade Designs Pty. Ltd.  
QBSA Lic. No. 659479  
Builder - Low Rise  
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Phone 07 40 91 2099  
maxslade@bigpond.net.au

**Planning Edition #1 - 01 07 25**

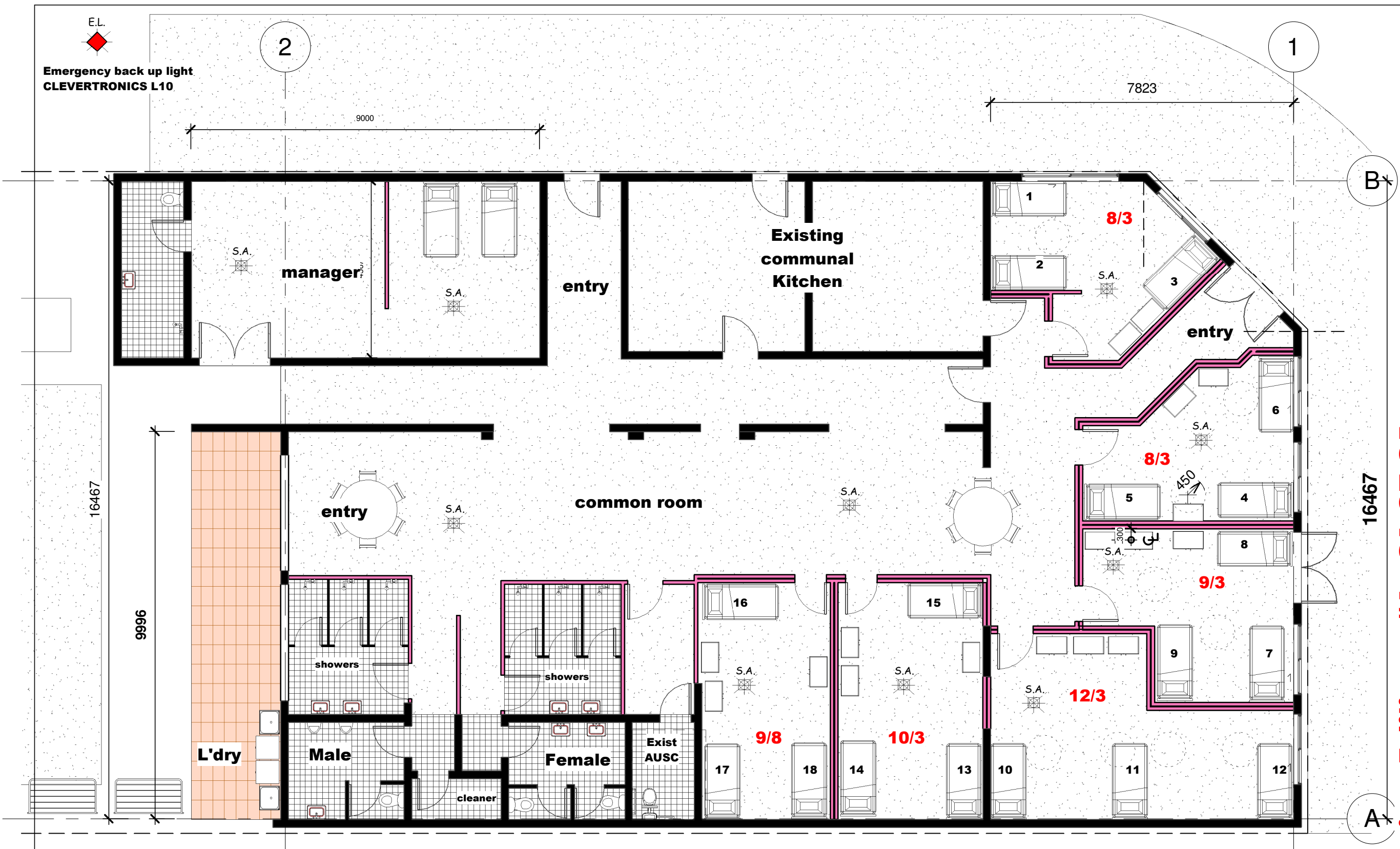
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**A102 Existing Layout Plan**



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**Emergency back up light**  
**CLEVERTRONICS L10**

**manager's**

**entry**

**Existing communal Kitchen**

**entry**

**common room**

**showers**

**Male**

**Female**

**Exist AUC**

**cleaner**

**17**

**18**

**14**

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**MAX  
SLADE DESIGNS**

**Beatrice Street  
Atherton 4883  
maxslade@bigpond.net.au**



Description  
Date  
Number

Notes	
All work must be in accordance with Local Authority By-laws and the "Building Construction Code of Australia". The Builder should verify all dimensions on site before commencing any work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED IF IN DOUBT ASK !!	
Client	<b>N Singh</b>
Project	<b>Reclassification - Restaurant Class 5 to Hostel - Class 3</b>
Location	<b>27 Brinckly Street Dimbulah</b>
Design Wind Classification - C2	
Date	January 2025
Drawn	Max Slade
Scale	1 : 100
Job No.	<b>M25 - 5022</b>
A.B.N. No. 16 010 608 321 Max Slade Designs Pty. Ltd. QBSA Lic. No. 659479 Builder - Low Rise Building Designer - Medium Rise Phone 07 40 91 2099 maxslade@bigpond.net.au	

Planning Edition #1 - 01 07 25

Area Plan

1

1 : 100



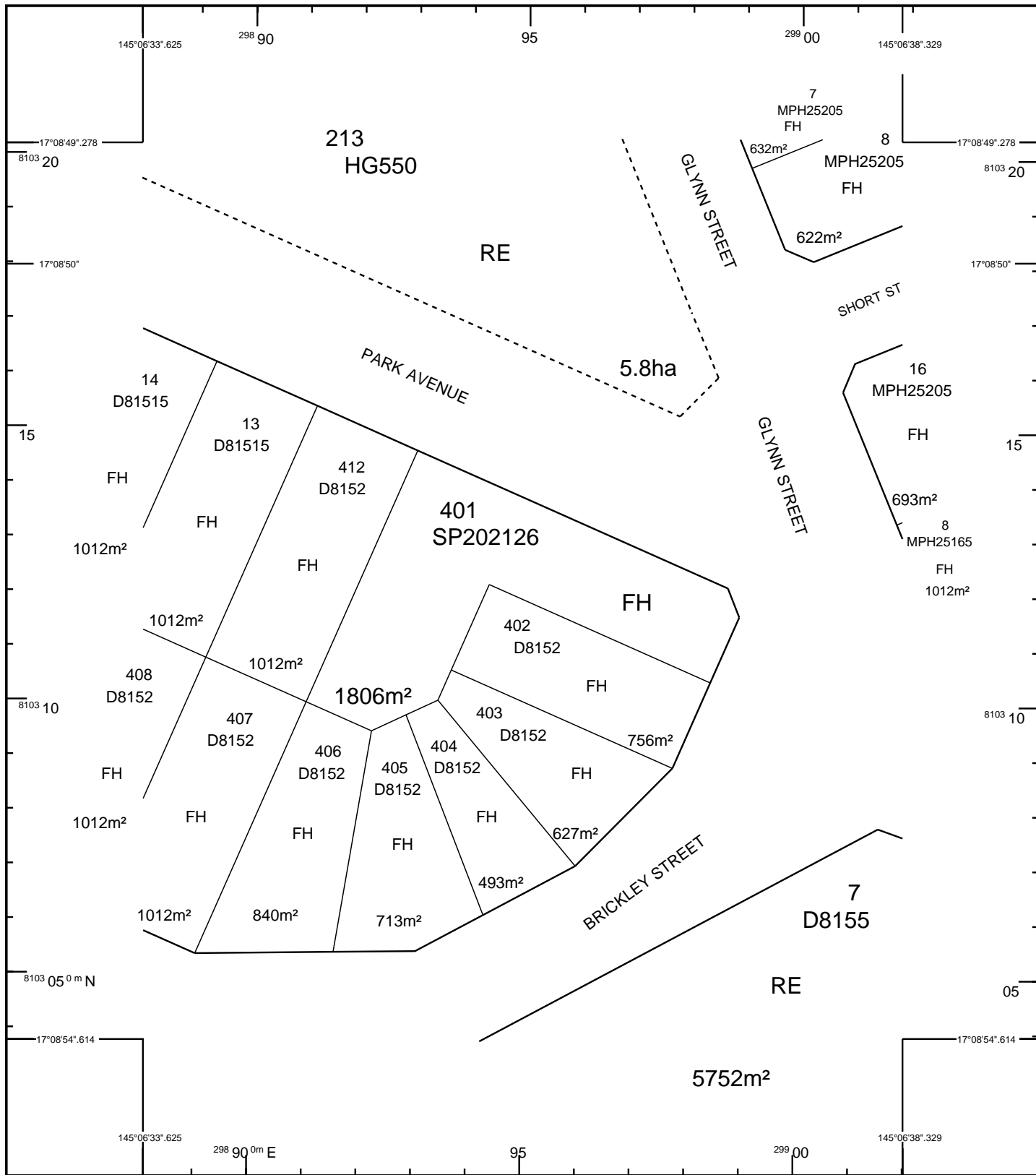
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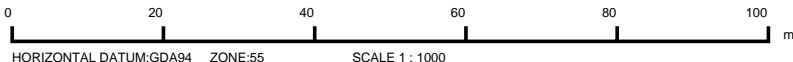
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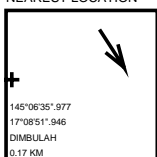




STANDARD MAP NUMBER  
7963-43112



MAP WINDOW POSITION &  
NEAREST LOCATION



#### SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	401/SP202126
Area/Volume	1806m²
Tenure	FREEHOLD
Local Government	MAREEBA SHIRE
Locality	DIMBULAH
Segment/Parcel	21217/20

#### CLIENT SERVICE STANDARDS

PRINTED 25/07/2025

DCDB 24/07/2025

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**Queensland  
Government**

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(Department of Resources) 2025.



# **BORE HOLE LOGS**

## **TEST HOLE 1**

0.0 - 0.9 m      Loams with sands

0.9              Water at this depth

## **TEST HOLE 2**

0.0 - 0.9 m      Loams with sands

0.9m            Water at this depth

## **TEST HOLE 3**

0.0 - 0.8 m      Loams with sands

0.8m            Water at this depth

# **DIRT PROFESSIONALS**

Email: dirtprofessionals@bigpond.com  
MOBILE 0417 647 477

Sun-co Concrete and Construction  
Sunco64con@gmail.com

Tandel Investments Pty Ltd  
QBCC No. 1173606

28 May 2025

Site Assessment and Design  
401 Brickley Street  
Dimbulah Qld

Job No 27761

## **INTRODUCTION**

This report presents the results of a site assessment performed at 401 Brickley Street, Dimbulah. The assessment is required to determine the method of effluent disposal, as per AS/NZS 1547:2012 and the current Queensland Plumbing and Wastewater Code for on-site sewerage facilities.

## **EXISTING CONDITIONS**

At the time of the assessment the allotment was located in an established commercial subdivision. The allotment had an existing building which is to be converted into a 22 person accommodation. The existing secondary treatment system has failed. The proposed new wastewater system is to be designed to the equivalent of 22 persons. The location of the building area was existing.

The proposed wastewater area was grassed and flat. The wastewater area will be located to the Southwest of the allotment. The wastewater system will consist of a raised mound and a pump well to distribute the wastewater to the disposal area.

## **FIELD WORK**

To investigate subsurface conditions bore holes were excavated to a depth of 0.9 m. The holes were at the proposed wastewater area. A disturbed sample was taken for laboratory testing.

## **SOIL PROFILE**

The bore holes indicate similar soil profiles. There is a layer of loams with some sands to the depth of the bore holes.

## **SOIL CATEGORY FOR DOMESTIC WASTEWATER**

The loams with some sands are regarded as having a weak structure. The indicative permeability of 0.5 - 1.5 m/d. The soil category on the basis of visual inspection of the materials and AS/NZS 1547:2012, should be classified as a **Soil Category 3**.

It is proposed that an Advanced Secondary Treatment System is to be used for the dispersal of wastewater. There were no creeks, gullies or bores located within the area. There was water encountered at the time of the assessment at a depth of 800 mm.

The site has waterlogging issues during seasonal rains, with water rising to a depth of 500 mm below ground level. A design loading rate of 16 mm/d should be used for the sizing of the wastewater area. This shall be designed by a qualified designer based on AS/NZS 1547:2012 and the soil assessment data in this report.

### **RECOMMENDATIONS**

**The new treatment system will require a pump well to be installed to distribute the wastewater to the wastewater system.**

**The base of the wastewater system will be installed 150mm below natural ground level. This will avoid the system becoming waterlogged during seasonal rains.**

Care should be taken that the base of the bed is level, ensuring even distribution of the wastewater and avoiding any one part of the system being more heavily loaded. During construction rip and scarify the base of the bed to a depth of 300 mm and apply gypsum at a rate of 1 kg/m<sup>2</sup> to prevent the clay dispersing. The bed shall be closed in, as soon as possible to prevent the gypsum from raindrop impact.

There will be no ponding of water during seasonal rains around the septic tank, pump well and wastewater area. Diversion drains will need to be put in place to divert water from the wastewater area.

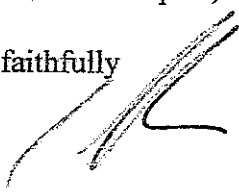
This company is not responsible for the building levels and falls to the wastewater system. These will need to be calculated prior to construction, to determine the building platform heights and allow for sufficient fall to the wastewater area. Consideration should be given as to how the plumber will run the pipes, as this will determine the platform height.

The treatment system is to be installed as per the manufacturers specifications.

### **VALIDITY**

The excavation of a limited number of holes does not preclude the possibility of some conditions on the site being different from those encountered in the holes. Should conditions be found which differ from those described in this report, then the recommendations are not valid and this organisation should be contacted.

Yours faithfully



Angelo Tudini

Director

Tandel Investments Pty Ltd T/as **Dirt Professionals**

Attached:

Plan of existing infrastructure and Site Photo

AES Design Calculator, AES Pipe Layout Details & AES Cross-sectional Details







**ADVANCED  
ENVIRO-SEPTIC™**  
"Always The First Option"

## Advanced Enviro-septic Design Calculator V9.0 ©

**AES The World Leader in Passive Solutions ©**

Site Address	401 Brickley Street, Dimbulah	State	QLD	Post Code	4872
Client Name	Sun-co Concrete and Construction	Date of Site Visit	28/5/2025		
Designers Name	Angelo Tudini	Designers Ph Number	0417 647 477	Designer Lic (e.g QBCC)	1173606
Lic Plumber	TBA	Plumber Ph Number	TBA	Plumb / Drainer Lic Number	TBA
Council Area	Mareeba Shire Council	Designers AES Cert Number	1372	Date	3/6/2025

This Calculator is a guide only, receiving soil classification, surface water, water tables and all other site constraints addressed by the qualified designer.

Enter AES L/m loading rate, "30" for ADV Secondary or "38" Secondary	30	>> This design is for an <b>ADVANCED SECONDARY</b> system
Is this a new installation Y or N	Y	>> Minimum single vent size is 80mm or 2 x 50mm house vents
Number of Bedrooms	NA	>> This is not used in ANY Calculation. If not known use N/A or 0.
Number of persons	22	>> A septic tank outlet filter is <b>NOT RECOMMENDED</b>
Daily Design Flow Allowance Litre/Person/Day	150	
Number of rows required to suit site constraints	6	>> Longer AES runs are better than multiple short runs.
Infiltration Soil Category from site/soil evaluation, CATEGORY	3	
Design Loading Rate based on site & soil evaluation DLR (mm/day)	16	>> Soil conditioning may be necessary. Ref AS1547 & Comments.
Bore log depth below system Basal area	0.9m	>> Min depth 1.5m. Check water table/restrictive layer
Is this design a GRAVITY system with no outlet filter? Y or N	N	>> <b>PUMPED. HIGH &amp; LOW vent required including a Velocity Diffuser</b>

COMMENTS :- "The outcome must be important to everyone."

- Ripping of receiving surface required in clay soil structures in Cat 4,5,6. In addition refer to AS 1547. Always excavate & rip parallel to the site slope/AES pipe.

- Designers need to be familiar with special requirements of Local Authorities. ie - Minimum falls from Septic tank outlets to Land application areas etc

- Plumbers are reminded good construction techniques as per AS1547 are especially important in these soil types. Refer AS1547 & AES installation Instructions

System Summary			Dimensions		
Total System load - litres / day (Q).	3300	l/d		AES System	System Extension
Min Length of AES pipe rows to treat loading	18.33	lm	Length(L)	21.60m	21.60m
Number of FULL AES Pipe lengths per row	7	lths	Width(W)	3.15m	6.40m
Total Capacity of AES System pipe in Litres	8904	ltr.	Sand Depth	0.75m	0.15m
			Area m2	68.0 m^2	138.2 m^2


USE CUT LENGTHS OF PIPE IN THIS DESIGN? (ENTER Y)

IF YOU WISH TO USE A TRENCH EXTENSION DESIGN OPTION ENTER "Y"

Enter Custom Width in metre

AES INFILTRATION FOOT PRINT AREA - $L = Q / (DLR \times W)$		Length	Width	Minimum AES Foot print required	
for this Basic Serial design is		21.600m	x 9.55m	=	206.3 m2 total

AES pipes are best centered in the trench parallel to the site slope

Bill of Materials			Component Details	
AES-PIPE	AES 3 metre Lengths required	42	lths	 <b>ADVANCED ENVIRO-SEPTIC™</b> "Nature's Wastewater Solutions™"  Digitally signed by Kane Dickson DN: cn=Kane Dickson, o=Chankar Environmental Pty Ltd, ou=Advanced Enviro-Septic, email=designreview@enviro-septic.com.au, c=AU Date: 2025.06.05 12:28:31 +10'00'  designreview@enviro-septic.com.au
AESC	AES Couplings required	36	ea	
AESO	AES Offset adaptors	12	ea	
AESODV	AES Oxygen demand vent	2	ea	
AES-IPB	AES 100mm Inspection point base	3	ea	
TD Kit 4	4 Hole Distribution Box Kit		ea	
TD Kit 7	7 Hole Distribution Box Kit	1	ea	
VS43-4	Sweet Air Filter VS43-4		ea	
AES DESO	Double Offset Adaptors		ea	
<b>TOTAL SYSTEM SAND REQUIRED (Estimate Only)</b>		<b>86</b>	<b>m3</b>	
Please email your AES Calculator (EXCEL FORMAT), Site Layout & AES Design to <a href="mailto:designreview@enviro-septic.com.au">designreview@enviro-septic.com.au</a>				

The AES Calculator is a design aid to allow checking of the AES components, configuration and is a guide only. Site and soil conditions referencing AS1547 are calculated and designed by a Qualified Wastewater Designer.

Chankar Environmental accepts no responsibility for the soil evaluation, loading calculations or DLR entered by the designer for this calculator.

AES pipes can be cut to length on site. They are supplied in 3 meter lengths only.

AES ONLY supply AES components as detailed in the Bill of Materials.

SEPTIC Tank & other components including SAND will need to be sourced from other suppliers. Refer to our WEBSITE [www.enviro-septic.com.au](http://www.enviro-septic.com.au) OR 07 3474 4055



**SITE LOCALITY PLAN****401 BRICKLEY STREET, DIMBULAH**

MINIMUM SETBACK DISTANCES FOR AN ADVANCED SECONDARY TREATMENT SYSTEM			
SITE FEATURE	UP SLOPE	DOWN SLOPE	LEVEL
BORE, WELL, DAM, PERMANENT OR INTERMITTENT WATERCOURSE, LAKE, BAY, ESTUARY, OPEN STORMWATER DRAINAGE CHANNEL OR DRAIN	10m	10 m	10 m
PROPERTY BOUNDARIES, PEDESTRIAN PATHS, WALKWAYS, RECREATION AREAS, RETAINING WALL AND FOOTINGS FOR BUILDINGS AND OTHER STRUCTURES	2 m	4 m	2 m
INGROUND SWIMMING POOLS INGROUND POTABLE WATER TANKS	6 m	6 m	6 m

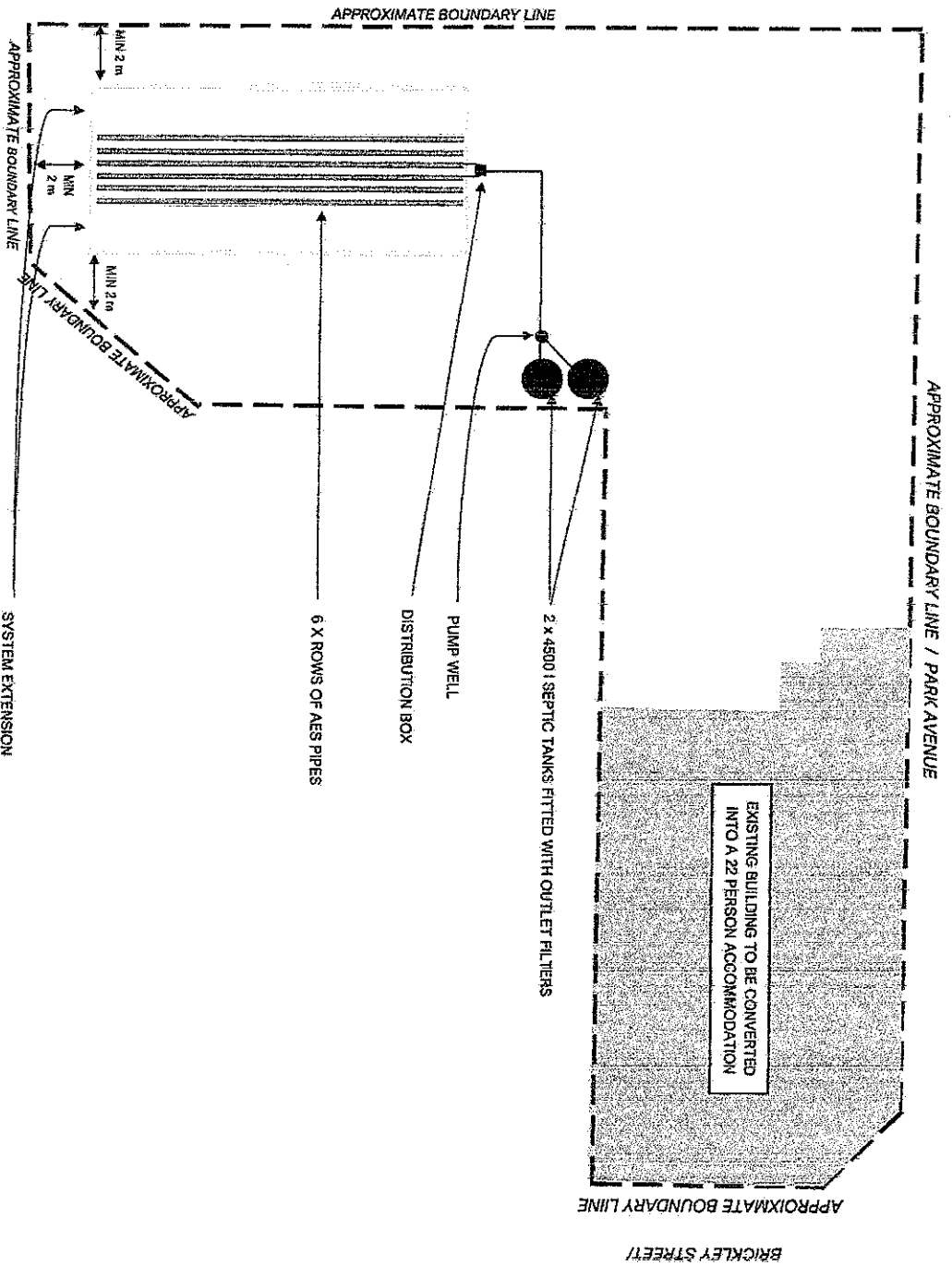
**NOTES**

- THIS REPORT MUST BE READ IN ITS ENTIRETY PRIOR TO THE CONSTRUCTION OF THE WASTEWATER AREA.
- THE WASTEWATER SYSTEM WILL REQUIRE A PUMP WELL.
- THE BASE OF THE WASTEWATER SYSTEM WILL BE INSTALLED 150mm BELOW NATURAL GROUND LEVEL.
- DURING CONSTRUCTION RIP AND SCARIFY THE BASE OF THE BED TO A DEPTH OF 300 mm AND APPLY GYPSUM AT 1 kg/m<sup>2</sup> TO THE BASE OF THE BED TO PREVENT THE CLAY DISPERSING
- DIVERSION DRAINS WILL NEED TO BE PUT IN PLACE TO DIVERT WATER AWAY FROM THE WASTEWATER AREA.
- THE WASTEWATER SYSTEM MUST BE INSTALLED AS PER THE MANUFACTURERS SPECIFICATIONS.

***DIRT PROFESSIONALS******EMAIL: [dirtprofessionals@bigpond.com](mailto:dirtprofessionals@bigpond.com)***

# SITE LOCALITY PLAN

401 (LOT 27) BRICKLEY STREET, DIMBULAH



**OVERALL AES SYSTEM DIMENSIONS**

**PUMPED MOUND**

MINIMUM AES FOOTPRINT REQUIRED

21.6 m LONG x 9.55 m WIDE = 206.3 m<sup>2</sup>

**AES PIPE SYSTEM DIMENSIONS**

21.6 m LONG x 3.15 m WIDE

6 x ROWS OF AES PIPES

7 x FULL AES PIPE LENGTHS PER ROW

**AES SYSTEM EXTENSION DIMENSIONS**

21.6 m LONG x 6.40 m WIDE

**DIRT PROFESSIONALS**

EMAIL: [dirtprofessionals@bigpond.com](mailto:dirtprofessionals@bigpond.com)

CHECKED BY: A. TUDINI

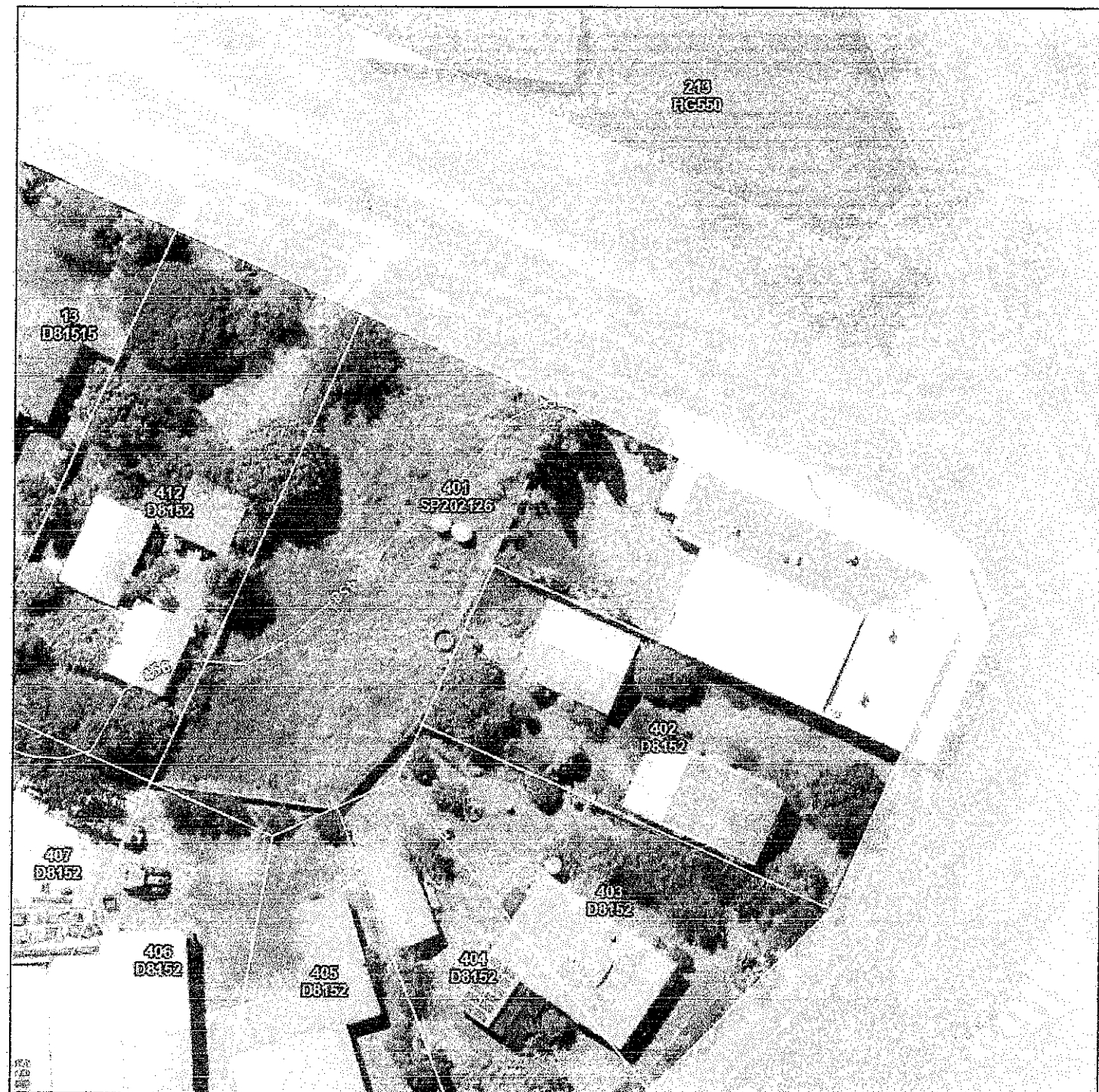
DATE: 03/06/2025

SIGNATURE:

# 401 Brickley Street, DIMBULAH

17°8'50"S 145°6'34"E


17°8'50"S 145°6'38"E



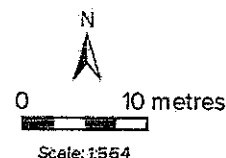
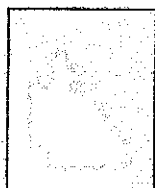
17°8'54"S 145°6'34"E

17°8'54"S 145°6'38"E

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Legend located on next page



Printed at: A4

Print date: 6/6/2025

Not suitable for accurate measurement.  
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit  
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

 **Queensland Government**  
Department of Natural Resources and Mines

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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).

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	RAJBIR SINGH, NISHAN SINGH, SIMRAN AUJLA
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)	F25/23
1.1) Home-based business	
<input type="checkbox"/> Personal details to remain private in accordance with section 264(6) of <i>Planning Act 2016</i>	
2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application	
<input checked="" type="checkbox"/> 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 [DA Forms Guide: Relevant plans](#).

#### 3.1) Street address and lot on plan

- ☒ Street address **AND** lot on plan (all lots must be listed), **or**  
☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		27	Brickley Street	Dimbulah
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4872	401	SP202126	Mareeba Shire Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

#### 3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

**Note:** Place each set of coordinates in a separate row.

- ☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

- ☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

#### 3.3) Additional premises

- ☐ Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application  
☒ Not required

### 4) Identify any of the following that apply to the premises and provide any relevant details

- ☐ In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

- ☐ On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

- ☐ In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable)

<input type="checkbox"/> On airport land under the <i>Airport Assets (Restructuring and Disposal) Act 2008</i>
Name of airport: <input type="text"/>
<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

#### 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 [DA Forms Guide](#).*

- ☐ 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 the first development aspect

a) What is the type of development? *(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 assessment?

- ☒ Code assessment    ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal (e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):

Short-Term Accommodation

e) Relevant plans

**Note:** Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).

- ☒ Relevant plans of the proposed development are attached to the development application

#### 6.2) Provide details about the second development aspect

a) What is the type of development? *(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 assessment?

- ☐ Code assessment    ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal (e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):

e) Relevant plans

**Note:** Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

- ☐ Relevant plans of the proposed development are attached to the development application

**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	<input checked="" type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete <i>DA Form 2 – Building work details</i>

**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 change 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 (if applicable)	Gross floor area (m <sup>2</sup> ) (if applicable)
Short-Term Accommodation	Short-Term Accommodation	N/A	441 m <sup>2</sup>

**8.2) Does the proposed use involve the use of existing buildings on the premises?**

☒ Yes

☐ No

**8.3) Does the proposed development relate to temporary accepted development under the Planning Regulation?**

☐ Yes – provide details below or include details in a schedule to this development application

☒ No

Provide a general description of the temporary accepted development	Specify the stated period dates under the Planning Regulation

**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)**

<input type="checkbox"/> Subdivision (complete 10)	<input type="checkbox"/> Dividing land into parts by agreement (complete 11)
<input type="checkbox"/> Boundary realignment (complete 12)	<input type="checkbox"/> 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				

**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 <sup>2</sup> )	Lot on plan description	Area (m <sup>2</sup> )

**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?**

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Road work                     | <input type="checkbox"/> Stormwater | <input type="checkbox"/> Water infrastructure  |
| <input type="checkbox"/> Drainage work                 | <input type="checkbox"/> Earthworks | <input type="checkbox"/> Sewage infrastructure |
| <input type="checkbox"/> Landscaping                   | <input type="checkbox"/> Signage    | <input type="checkbox"/> Clearing vegetation   |
| <input type="checkbox"/> Other – please specify: _____ |                                     |  |

**14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)**☐ Yes – specify number of new lots: \_\_\_\_\_☐ 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



Queensland  
Government

- ☐ 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 for a canal
- ☐ Erosion prone area in a coastal management district
- ☐ Urban design
- ☐ Water-related development – taking or interfering with water
- ☐ Water-related development – removing quarry material *(from a watercourse or lake)*
- ☐ Water-related development – referable dams
- ☐ Water-related development – levees *(category 3 levees only)*
- ☐ Wetland protection area

Matters requiring referral to the **local government**:

- ☐ Airport land
- ☐ Environmentally relevant activities (ERA) *(only if the ERA has been devolved to local government)*
- ☐ Heritage places – Local heritage places

Matters requiring referral to the **Chief Executive of the distribution entity or transmission entity**:

- ☐ Infrastructure-related referrals – Electricity infrastructure

Matters requiring referral to:

- The **Chief Executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual
- ☐ Infrastructure-related referrals – Oil and gas infrastructure

Matters requiring referral to the **Brisbane City Council**:

- ☐ Ports – Brisbane core port land

Matters requiring referral to the **Minister responsible for administering the *Transport Infrastructure Act 1994***:

- ☐ Ports – Brisbane core port land *(where inconsistent with the Brisbane port LUP for transport reasons)*
- ☐ Ports – Strategic port land

Matters requiring referral to the **relevant port operator**, if applicant is not port operator:

- ☐ Ports – Land within Port of Brisbane's port limits *(below high-water mark)*

Matters requiring referral to the **Chief Executive of the relevant port authority**:

- ☐ Ports – Land within limits of another port *(below high-water mark)*

Matters requiring referral to the **Gold Coast Waterways Authority**:

- ☐ Tidal works or work in a coastal management district *(in Gold Coast waters)*

Matters requiring referral to the **Queensland Fire and Emergency Service**:

- ☐ Tidal works or work in a coastal management district *(involving a marina (more than six vessel berths))*

**18) Has any referral agency provided a referral response for this development application?**

- ☐ Yes – referral response(s) received and listed below are attached to this development application
- ☒ No

Referral requirement	Referral agency	Date of referral response

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 2 under 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)

☐ Yes – provide details below or include details in a schedule to this development application

☒ No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			

### 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 requirements

#### **Environmentally relevant activities**

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 *Environmental Protection Act 1994*?

- ☐ Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below
- ☒ No

**Note:** Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at [www.qld.gov.au](http://www.qld.gov.au). An ERA requires an environmental authority to operate. See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

- ☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

#### **Hazardous chemical facilities**

23.2) Is this development application for a **hazardous chemical facility**?

- ☐ Yes – Form 536: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application
- ☒ No

**Note:** See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information about hazardous chemical notifications.

#### **Clearing native vegetation**

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

- ☐ Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)
- ☒ No

**Note:** 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.  
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

#### **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 *Environmental Offsets Act 2014*?

- ☐ 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
- ☒ No

**Note:** The environmental offset section of the Queensland Government's website can be accessed at [www.qld.gov.au](http://www.qld.gov.au) for further information on environmental offsets.

#### **Koala habitat in SEQ Region**

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

- ☐ Yes – the development application involves premises in the koala habitat area in the koala priority area
- ☐ Yes – the development application involves premises in the koala habitat area outside the koala priority area
- ☒ 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 [www.desi.qld.gov.au](http://www.desi.qld.gov.au) 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 *Water Act 2000* may be required prior to commencing development

☒ No

**Note:** Contact the Department of Resources at [www.resources.qld.gov.au](http://www.resources.qld.gov.au) for further information.

DA templates are available from [planning.statedevelopment.qld.gov.au](http://planning.statedevelopment.qld.gov.au). 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 Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

### **Waterway barrier works**

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 [planning.statedevelopment.qld.gov.au](http://planning.statedevelopment.qld.gov.au). 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 resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

☒ No

**Note:** See guidance materials at [www.daf.qld.gov.au](http://www.daf.qld.gov.au) 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 *Water Act 2000***?

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

☒ No

**Note:** Contact the Department of Resources at [www.resources.qld.gov.au](http://www.resources.qld.gov.au) and [www.business.qld.gov.au](http://www.business.qld.gov.au) 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 *Coastal Protection and Management Act 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 [www.desi.qld.gov.au](http://www.desi.qld.gov.au) 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 *Water Supply (Safety and Reliability) Act 2008* (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

☒ No

**Note:** See guidance materials at [www.resources.qld.gov.au](http://www.resources.qld.gov.au) for further information.

### **Tidal work or development within a coastal management district**

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- ☐ Yes – the following is included with this development application:
- ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
  - ☐ A certificate of title

☒ No

**Note:** See guidance materials at [www.desi.qld.gov.au](http://www.desi.qld.gov.au) for further information.

### **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 [www.desi.qld.gov.au](http://www.desi.qld.gov.au) 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.qld.gov.au](http://www.planning.statedevelopment.qld.gov.au) for information regarding assessment of Queensland heritage places.

Name of the heritage place:		Place ID:	
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### **Decision under section 62 of the Transport Infrastructure 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 *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* 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 application and the assessment benchmarks contained in schedule 12A have been considered

☒ No

**Note:** See guidance materials at [www.planning.statedevelopment.qld.gov.au](http://www.planning.statedevelopment.qld.gov.au) for further information.

## **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

☒ Yes

**Note:** See the Planning Regulation 2017 for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) 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 [DA 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 [DA Forms Guide: Relevant plans](#).

☒ 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	