Queensland Good jobs Better services Great lifestyle

DA form guide: Forms 1 & 2

August 2024

This document is a guide only. It is not a statutory document

Queensland Government

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Introduction

This guide is designed to assist applicants when completing:

- DA Form 1 – Development application details
- DA Form 2 – Building work details.

These forms are approved forms made under section 282 of the *Planning Act 2016* (the Planning Act) and must be completed as part of making a development application under section 51 of the Planning Act.

Each applicable question on the form must be completed and all information provided must be true and correct. Where additional space is required to answer a question in full, attachments may be provided.

This guide is in two parts:

- Guidance for completing DA Form 1
- Guidance for completing DA Form 2.

All terms used within this guide are prescribed under the Planning Act, the Planning Regulation 2017 (the Planning Regulation), or the Development Assessment Rules (DA Rules), unless otherwise specified.

Other guides to assist in completing the DA forms are:

- DA forms guide: Relevant plans
- DA forms guide: Planning report template.

Where to get further information

To ensure all required information is provided and is appropriate for a development application, applicants are encouraged to seek advice from the relevant council (as the assessment manager) or from a qualified town planner prior to submitting a development application.

For matters where the state has jurisdiction[1],either as assessment manager or referral agency as identified in the Planning Regulation, pre-lodgement advice on preparing a development application can be obtained by contacting the State Assessment and Referral Agency (SARA) through:

- the regional office closest to you
- info@dsdilgp.qld.gov.au
- 13 QGOV (13 74 68) between 8.30 am and 5 pm Monday to Friday (except public holidays).

[1] For example, clearing of native vegetation, taking or interfering with water, development involving hazardous chemical facilities, development near state transport infrastructure, development in coastal management districts, and Queensland heritage places.

Guidance for completing DA Form 1: Development application details

This form requires the following information about the person or company making the development application (the applicant) and information about the development proposal for which development approval is being sought:

- applicant details
- location details
- development details
- assessment manager details
- referral details
- information requests
- further details
- checklist and applicant declaration.

Part 1 – Applicant details

This part captures applicant details and owner's consent for the development application.

1) Applicant details

The applicant is the person or company making the development application and may not necessarily be the owner of the land. The applicant is responsible for ensuring the information provided on the form (including any applicable template) is accurate and true. Any correspondence during consideration of the application, and the decision on the development application, will be issued to the applicant.

Making your own application (as an individual)

When making your own development application, include your details in the section *Applicant details*, as shown in figure 1.

If you are applying for a home-based business, you may also choose to have your personal details to remain private in accordance with section 264(6) of the Planning Act.

1) Applicant details	
Applicant name(s) *(individual or company full name)*	*John Smith*
Contact name *(only applicable for companies)*	
Postal address *(P.O. Box or street address)*	*4723 Newberry Court*
Suburb	*Greenville*
State	*Queensland*
Postcode	*4284*
Country	*Australia*
Contact number	*0494 615 496*
Email address *(non-mandatory)*	*Jsmith67@email.com.au*
Mobile number *(non-mandatory)*	
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	
1.1) Home-based business	
☐ Personal details to remain private in accordance with section 264(6) of *Planning Act 2016*	

Figure 1: Question 1 example – Applicant details completed by an individual as the applicant

Making an application as a company

If a company is the applicant, the company name should be given in the *Applicant name(s) section*, followed by a contact person for the company in the *Contact name* section, as shown in figure 2.

1) Applicant details	
Applicant name(s) *(individual or company full name)*	*Best Planning*
Contact name *(only applicable for companies)*	*Bill Jackson*
Postal address *(P.O. Box or street address)*	*P.O. Box 1194*
Suburb	*Oregano*
State	*Queensland*
Postcode	*4934*
Country	*Australia*
Contact number	*(07) 6841 1197*
Email address *(non-mandatory)*	*b.jackson@bestplanning.com.au*
Mobile number *(non-mandatory)*	*0417 648 316*
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	
1.1) Home-based business	
☐ Personal details to remain private in accordance with section 264(6) of *Planning Act 2016*	

Figure 2: Question 1 example – Applicant details completed by a company as the applicant

Making an application on behalf of another party

Where an application is made on behalf of another party, there are two parties involved with the development application:

- the applicant – the person or company making the development application
- the contact/consultant – the party who will be managing the development application on behalf of the applicant

The name(s), postal address, suburb, state and postcode should be those of the applicant. The best way to complete the first two sections of question 1 in this situation is by stating the applicant name in the *Applicant name(s)* section, followed by the party representative in the *Contact name*.

Contact number, mobile number, fax number and email address should be those of the contact, as the consultant will facilitate contact between the assessment manager, referral agencies and the applicant, as shown in figure 3.

If the applicant is applying for a home-based business, they may choose to have their personal details remain private.

1) Applicant details	
Applicant name(s) *(individual or company full name)*	*John Smith*
Contact name *(only applicable for companies)*	*Best planning – Bill Jackson*
Postal address *(P.O. Box or street address)*	*4723 Newberry Court*
Suburb	*Greenville*
State	*Queensland*
Postcode	*4284*
Country	*Australia*
Contact number	*(07) 6841 1197*
Email address *(non-mandatory)*	*b.jackson@bestplanning.com.au*
Mobile number *(non-mandatory)*	*0417 648 316*
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	
1.1) Home-based business	
☐ Personal details to remain private in accordance with section 264(6) of *Planning Act 2016*	

Figure 3: Question 1 example – Applicant details completed by a consultant on behalf of an applicant

2) Owner's consent

In accordance with the Planning Act where the applicant is not the owner of the premises that is the subject of the application, written consent of the owner of the premise is required for the application to be considered as properly made.

The owner's consent is not required to be provided with a development application in the following circumstances:

- the land has the benefit of an easement and the development is not inconsistent with the terms of the easement – in this situation, the consent of the owner of the servient tenement is not required; or
- the land is acquisition land and the development application relates to the purpose for which the land is to be taken or acquired.

Where the owner's consent is required, templates for obtaining an individual's or a company's consent are available from the department's website via www.planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates.

Alternatively, consent may be given in the form of a signed letter that provides the owner's details, property details and details of the proposed development.

Further information regarding owner's consent is available from the department's website via www.planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates/owners-consent.

Part 2 – Location details

This part is for identifying the location of the proposed development.

3) Location of the premises

Any premises that is completely or partly included in the proposed development is to be identified in this section. Question 3 contains three sub-questions – 3.1, 3.2 and 3.3. The location of the proposed development will determine which subsection should be completed. If the proposed development is over land, or in water that adjoins or is adjacent to land (e.g. a pontoon), complete question 3.1. If the development is over water that cannot be identified by adjacent land, complete question 3.2.

Where there are additional premises that are part of the development application but do not fit in the provided table, identify these additional premises using the same format; check the box in question 3.3 and attach the information as a schedule to the form.

3.1) Identification using street address and lot on plan

Lot number, plan type and number are known as the real property description and are to be provided when completing question 3.1. All land parcels within Queensland have these details and they must be provided. These details can be found using the DA Mapping System available at www.planning.statedevelopment.qld.gov.au/planning-framework/mapping. This website allows the user to search for land parcels using mapping or helps clarify all property details (e.g. use the street address to find the real property description).

There are two options for identifying the land. If the proposed development is located on land, enter the details of the land. If the proposed development is over water (e.g. a jetty or pontoon), enter the details of the land next to it and indicate that it is 'adjoining or adjacent'.

For example, figure 4 shows an existing pontoon attached to a parcel of land with a residential dwelling. To identify where the pontoon is located, the development application would need to identify the adjoining land outlined in red.

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).*

	Unit No.	Street No.	Street Name and Type	Suburb
a)		*12*	*Forest Grove Drive*	*Oak Hills*
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4431	*24*	*RP138415*	*Liverpool City 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)

Figure 4: Question 3 example – Identifying where the pontoon is located

Alternatively, if a development application was submitted for the land outlined in red above, the content of question 3 would remain the same, but the first check box *Street address and lot on plan* would be selected.

3.2) Identification using coordinates

Coordinates should be used to identify large, remote land or when the proposed development is over water that does not adjoin land. For example, a development application for a watercourse pump on a 100 hectare rural properly would be better identified using coordinates. The pump location is a single point and identifying a large amount of land does not specify where the pump will be located. Another example where coordinates are more appropriate is for identifying development over water. Fish farms are often located out at sea, meaning coordinates are the only viable option for identifying where the development will occur.

There are two options for providing coordinates to identify premises – either longitude and latitude or easting and northing. Only one of these options is required per premises.

Longitude and latitude

Longitude and latitude are used together to specify the precise location of features on the surface of the Earth. Longitude specifies the east–west position and ranges from 137° to 155° east for locations within Queensland. Latitude specifies the north–south position and ranges from -10° to -30° for locations within Queensland. These can be presented in degrees, minutes and seconds, or decimal degrees, but decimal degrees are the preferred method for presenting this information.

The DA mapping system (available at www.planning.statedevelopment.qld.gov.au/planning-framework/mapping provides coordinates for any location within Queensland. For example, Figure 5 shows the location and coordinates of Central Train Station in Brisbane City, Queensland. The measure tool (within the mapping) at the top of the screen allows the coordinates to be identified.

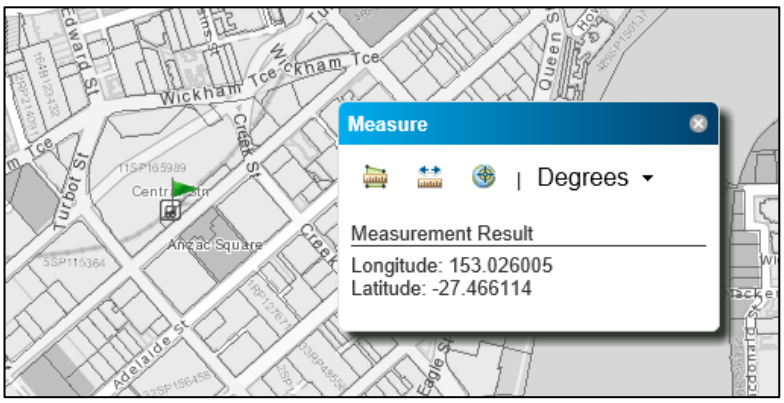

Figure 5: Coordinates of Central Train Station in Brisbane City using the DA mapping system

Easting and northing

Easting and northing also specify two measurements in metres that identify a single point on the Earth's surface. Easting is the eastward measured distance and northing is the northward measured distance. They are accompanied by a zone reference. The zone reference refers to a system called the Universal Transverse Mercator (UTM). There are only three applicable zones in Queensland, which are 54, 55 and 56 (see figure 6). Easting and northing locations can vary greatly if used with the incorrect zone reference, so it is important this is provided and is correct.

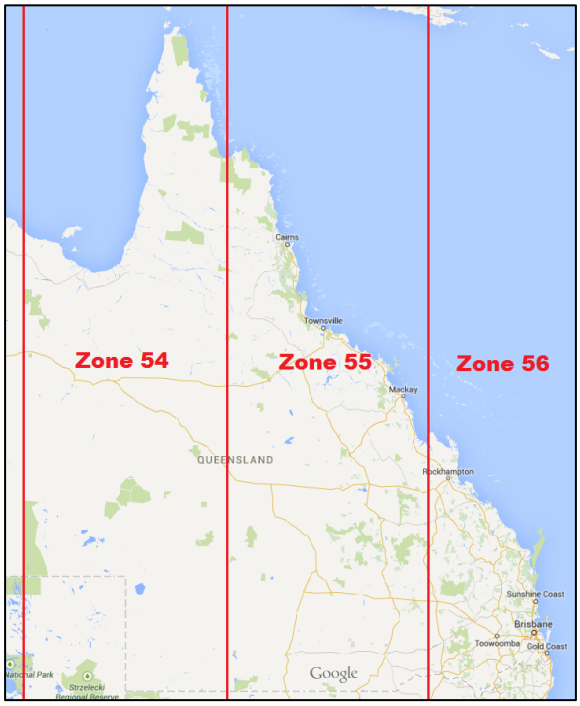

Figure 6: Approximate UTM zones covering Queensland (guide only)

Datum

Datum (which is a model of the earth used in mapping) is also to be provided when identifying a site using coordinates. Different datums provide different estimations of the Earth's shape, as it is not a perfect sphere. This can affect the location of coordinates depending on which datum is used. Two common datum types are WGS84 and GDA94; however, if another datum type is used, please specify it within this question. Different datum types can vary the coordinate locations, so if the correct datum is not specified this could lead to the incorrect site being identified.

Specifying coordinates for the development

The most appropriate way of specifying the coordinates of a site will depend on what is being proposed by the development application. There are three methods for identifying premises using coordinates:

- fixed-point coordinates
- bounding coordinates
- enclosed coordinates.

Fixed-point coordinates

These provide a single point of location using one set of coordinates. Figure 7 shows a gold star, which marks the proposed watercourse pump location. This location is best defined using coordinates, due to the large size of the land. As it is a single point, one set of coordinates will accurately describe its location.

Figure 7: Fixed-point coordinates

Bounding coordinates

These provide two sets of coordinates at opposing corners that fully enclose the proposed development but do not necessarily outline the exact premises. If this method is used, the exact premises should be identified through relevant plans.

Figure 8 shows a proposed fish farm at sea identified with bounding coordinates (the red crosses).

Figure 8: Bounding coordinates

Enclosed coordinates

These provide multiple sets of coordinates detailing the exact boundary of a premise. This method should be used in conjunction with relevant plans to ensure the site is identified correctly.

Figure 9 shows a proposed fish farm identified by enclosed coordinates. A total of five coordinates have been provided (the red crosses) to accurately capture the location, size and shape of the development.

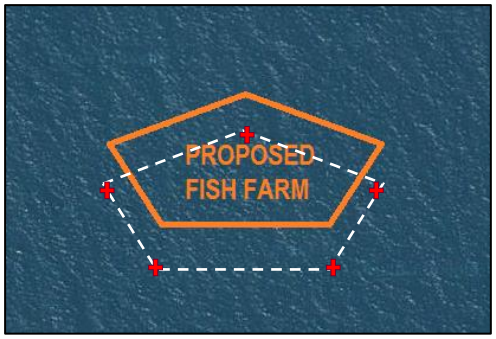

Figure 9: Enclosed coordinates

4) Additional considerations that apply to the premises

The proposed development may be located in an area, or on land, that might require additional considerations. For example, the proposed development may be:

- in or adjacent to a water body or watercourse, or in or above an aquifer
- on strategic port land under the *Transport Infrastructure Act 1994*
- in a tidal area
- on airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*
- listed on the Environmental Management Register (EMR) under the *Environmental Protection Act 1994*.
- listed on the Contaminated Land Register (CLR) under the *Environmental Protection Act 1994.*

If any of these matters are applicable to the premises on which the proposed development will be, they need to be identified on the form. If the proposed development is affected by these areas, additional supporting information may also need to be submitted along with the development application.

Possible supporting information is set out below:

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

Provide the name of the water body, watercourse or aquifer. Additional information may be required to enable an assessment of the development application in relation to these features. Contact the department through SARA or the relevant local government for further information.

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

In some instances, a proposed development may be located over strategic port land. The approved forms are to be used for development applications over strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*. The relevant port authority for the tidal area and the lot on plan description of the strategic port land is to be identified on the form.

In a tidal area

If a proposed development is located in a tidal area, this may affect who will be the assessment manager for the development application. It may also trigger referral to other agencies. Any applicable local governments or port authorities for any tidal areas applicable to the proposed development are to be identified. For further information regarding how tidal water areas may affect a development application, contact the department through SARA or the relevant local government.

On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*

Any proposed development within airport land will require assessment under the *Airport Assets (Restructuring and Disposal) Act 2008*. Land parcels that are deemed airport land can be found in schedule 2 of the *Airport Assets (Restructuring and Disposal) Act 2008*. If the development proposal is on airport land, this will need to be identified.

Listed on the Environmental Management Register (EMR) under the *Environmental Protection Act 1994*

The EMR provides information about whether a site is, or has been, subjected to contamination by a hazardous contaminant or used for a notifiable activity as defined under schedules 3 and 4 of the *Environmental Protection Act 1994*. The purpose of the EMR is to inform the landowner, any operator on the site, the relevant local government, prospective purchasers and land developers that the land is or may be contaminated. If the site is listed due to presence of a hazardous contaminant, the EMR listing will include details about the nature of the contamination. In cases where a site management plan is approved for the site, the EMR will also include details about the outcomes of site investigations, in particular the suitable land use(s) for the site and what measures must be in place to manage the contamination, as set out in an approved site management plan.

To find out whether the subject land is listed on the EMR, a search of the register should be requested. There is an administrative cost associated with this search. Further information regarding a search of the EMR is available at www.products.des.qld.gov.au/shopping/home.

A suitability qualified person will need to be engaged to investigate, remediate or manage contamination on the site. A site investigation report, draft site management plan or validation report certified by an approved auditor for contaminated land will be required to be submitted with the development application.

For further details about managing contaminated land, and about suitability qualified persons and approved auditors, refer to the Queensland Government website at www.qld.gov.au/environment/pollution/management/contaminated-land/

Listed on the Contaminated Land Register (CLR) under the *Environmental Protection Act 1994*

The CLR is a register of sites for which a site investigation has demonstrated a level of contamination that is causing or may cause serious environmental harm to persons or the environment. The Department of Environment Science and Innovation has discretion to take action to remediate the land in order to prevent harm to the land or its users. This may include the movement of sites already on the EMR onto the CLR, where it has been demonstrated that the contamination is not being appropriately managed on the site.

To find out whether the subject land is listed on the CLR, a search of the register may be requested. There is an administrative cost associated with this search. Further information regarding a search of the CLR is available at www.products.des.qld.gov.au/shopping/home

A suitability qualified person will need to be engaged to investigate, remediate or manage contamination on the site. Any site investigation report, draft site management plan or validation report certified by an approved auditor for contaminated land will be required to be submitted with the development application.

For further details about managing contaminated land, and about suitability qualified persons and approved auditors please refer to the Queensland Government website: www.qld.gov.au/environment/pollution/management/contaminated-land/

5) Are there any existing easements over the premises?

An easement is a section of land bound by rights that allow it to be used in a particular way. An easement gives someone else the right to use land for a specific purpose even though they are not the landowner – usually for gaining access to neighbouring land or to provide a service, such as electricity. Easements on a property can be identified through a title search of the property, available at www.resources.qld.gov.au.

Any existing easements over the land must be indicated in plans submitted with the development application.

Energy provider's easements

There are several organisations that manage Queensland's electricity networks – Energex, Ergon and Powerlink. Electricity easements are often used by these companies for electrical infrastructure such as power lines, underground cable or future works. These corridors of land allow the right of clear access on a permanent basis to construct, operate, inspect, maintain and repair network infrastructure. Therefore, it is essential that any proposed development on or near these easements is controlled to ensure the safety of residents and reliability of electricity services throughout Queensland.

If an easement is located on the premises, relevant plans for the proposed development must identify the location, type and dimensions of easements applicable to the proposed development. For further information regarding electricity easements, contact each energy provider or visit their website:

- **Energex –**
  Email: townplanning@energex.com.au
  energex.com.au/our-services/connections/development-application-referrals

- **Ergon –**
  Email: townplanning@ergon.com.au
  ergon.com.au/network/our-services/connections/development-application-referrals

- **Powerlink –**
  Email: townplanning@powerlink.com.au
  powerlink.com.au/reports/activities-easement

Part 3 – Development details

This part explains what the development proposal is and the details surrounding it.

Section 1 – Aspects of development

6) Details about the development

A development application may contain a single development aspect or a number of development aspects. This section must be completed for each development aspect of the application using the individual tables provided. A development aspect includes:

- the type of development
- the approval type
- the level of assessment
- a brief description of the development aspect
- relevant plans.

Types of development

Four development types are defined in the Planning Act:

- a material change of use
- reconfiguring a lot
- operational work
- building work.

Examples of each of these are set out in the table below.

Type of development	Examples
Material change of use Using the building, structure or the land for something different from its current use, or using it more intensively	• Changing a house into a shop • Vacant lot to a residential house, office, shop etc. • Commencing a new environmentally relevant activity on a vacant lot
Reconfiguring a lot Subdividing the land	• Subdividing one lot into multiple lots • Dividing land into parts by agreement • Realigning the boundary of a lot • Creating or changing an easement giving access to a lot
Operational work Activities that alter the shape or form of the land	• Earthworks (i.e. filling or excavation) • Vegetation clearing • Tidal work (jetty/pontoon/navigational marker)

	• Erecting a sign
Building work Constructing a new building or structure or extending an existing building or structure	• Building a new building or structure (house, garage etc.) • Part or complete demolition of a building or structure • Repairing, altering or extending a building or structure

Approval type

Only assessable development (see level of assessment below) requires a development approval before the development can take place. The types of approvals that can be given under the Planning Act are:

- development permit, which approves the proposed development and authorises the development to be carried out
- preliminary approval, which approves the proposed development, but does not authorise the development to be carried out
- preliminary approval that includes a variation approval, which seeks to vary the effect of any local planning instrument in effect of the premises.

It is possible to apply for and be given a combination of a development permit and a preliminary approval.

Level of assessment

Under the Planning Act, assessable development is either code assessable or impact assessable. Generally, a planning scheme identifies what development is code or impact assessable, but in some instances the assessment category is defined in the Planning Regulation.

6.4) Is the development application an application for State facilitated development?

A development application for State facilitated development can made if the Planning Minister has declared is a State facilitated development by giving notice. The development application must be made within the period stated in the notice of declaration.

If you have received notice from the Planning Minister declaring your development as State facilitated development and are now making an application to the Planning Chief Executive for assessment, please select ‘yes’. Otherwise, please select ‘no’.

DA form 1 cannot be used to request or nominate a development be declared as a State facilitated development. Further information regarding State facilitated development is available from the department’s website Planning (statedevelopment.qld.gov.au).

Section 2 – Further development details

This section requires more details to be provided about the proposed development.

7) Does the proposed development application involve any of the following?

Question 7 identifies which divisions are applicable to the development application. Each section has specific questions relevant to each type of development.

For example, if the development application is seeking approval for a material change of use and a reconfiguration of a lot, Division 1 – Material change of use and Division 2 – Reconfiguring a lot would need to be completed on the form. Please note that if the development application also includes building work, parts 4 to 6 of Form 2 – Building work details will also need to be completed.

Division 1 – Material change of use

8.1) Describe the proposed material change of use

Question 8.1 provides additional details for the assessment manager if the development application involves any aspect relating to a material change of use. This question requires a general description of the proposed use, the planning scheme definitions, and if applicable the number of dwelling units or gross floor area. For example, the development application may be seeking approval for a material change of use to convert a residential house into a child care centre. The general description of the proposed use will be a child care centre. The planning scheme definition can be sourced from the relevant local government's planning scheme.

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

If the development proposal involves the reuse of existing buildings, this is to be indicated in question 8.2. For example, the material change of use of a residential house to a childcare centre would involve the reuse of the existing house. This means that question 8.2 is required to be selected to indicate that the development proposal involves the reuse of an existing building.

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

Under the Planning Act, the Planning Minister is able to declare a material change of use of a premises as temporary accepted development under the Planning Regulation for a stated period. The declaration will state the material change of use which will be accepted development and the time period in which development approval is not required, however at the end of the stated period the use rights afforded under the declaration will cease. In order to continue the use, a development approval may be required.

Question 8.3 is used to identify a development application is being made for development which is currently declared as temporary accepted development. If you wish to make a development application for development which is currently considered temporary accepted development, please select 'yes'.

Division 2 – Reconfiguring a lot

9.1) What is the total number of existing lots making up the premises?

Question 9.1 helps the assessment manager understand how many lots are the subjects of the development application. For example, the development proposal could involve one lot being subdivided into five lots, so the number of existing lots for that application would be one.

9.2) What is the nature of the lot reconfiguration?

Question 9.2 indicates what kind of reconfiguration is being proposed, including:

- subdivision
- dividing land into parts by agreement
- boundary realignment
- creating or changing an easement giving access to a lot from a constructed road.

The nature of the proposed reconfiguration will determine which questions will need to be completed. More than one nature can be selected.

10.1) Subdivision - What is the number of lots being created and their intended use?

Question 10.1 requires information about the number of lots for each intended final use. For example, the subdivision may include nine lots intended for residential use and one lot intended for commercial use. If the intended use is not listed, please specify this in the allocated space and list the number of additional lots to be created.

10.2) Subdivision - Will the subdivision be staged?

If it is intended to subdivide parts of the land at different times, this would commonly be called a staged subdivision. An example would be a subdivision that is proposed to be carried out in separate stages in accordance with a masterplan. If the proposed subdivision is going to be staged, select 'Yes'; if not, select 'No'. If the proposed subdivision will be staged, please indicate how many stages and which stage(s) the development application applies to. For example, the subdivision may have four stages and the development application relates to stages one and two.

11) Dividing land into parts by agreement – How many parts are being created and what is the intended use of the parts?

Question 11 is very similar to question 10 but, instead of subdividing the land, the land is being divided into parts subject to a lease or an agreement. The number of parts to be created for each intended final use must be specified.

For example, the development proposal may be to divide a lot into three parts, two parts intended for residential use and one part intended for commercial use. If the intended use for the part is not listed, specify this in the allocated space and list the number of additional parts to be created.

12.1) Boundary realignment – What are the current and proposed areas for each lot comprising the premises?

Question 12.1 relates to a development application that involves a realignment of a common lot boundary that will not create additional lots. A boundary realignment is also not intended to make a significant layout change to the lot. The lot on plan description and the area in square metres for the current lot and the area in square metres for the new proposed lot must be provided.

For example, there may be two lots, each comprising 700m² and it is proposed to realign the boundary slightly so that one lot is 750m² and the other is 650m². The relevant local government's planning scheme will need to be checked to ensure that the lots being proposed still meet the requirements of the local planning scheme, including the minimum allowable lot sizes.

12.2) Boundary realignment – What is the reasons for the boundary realignment?

The reasons for the proposal to realign the boundary are to be given as the response to this question. For example, the boundaries of two lots may be proposed to be realigned to remedy existing encroachment problems or land management practices. Another example might be that an existing shed may be built over two lots and the boundary realignment will include the shed on one lot.

13) What are the dimensions and nature of the existing and/or any proposed easement?

Question 13 is required to be completed if the development proposal involves creating or changing an easement giving access to a lot from a construction road. Identify if the easement details are for an existing or proposed easement. Existing easement details are only required when changing the existing easement. The width and length in metres of the existing and/or proposed easement is required to be specified, along with the purpose of the easement.

For example, an easement may be created to give road access to a lot that currently does not adjoin any public roadway. Identifying the land/lot(s) that will benefit from the easement is also required. For example, the lot that does not currently have road access will benefit from the easement, so the lot number for that land would need to be specified.

Division 3 – Operational work

14.1) What is the nature of the operational work?

Select all applicable boxes that best describe the nature of the proposed operational work for the development application. If the operational work nature is not listed, select 'other' and specify the nature.

14.2) Is the operational work necessary to facilitate the creation of new lots?

If the operational work is to facilitate the creation of new lots, select 'Yes' and specify the number of additional lots that will be created. This may be the case if the subdivision requires excavating or filling of land or civil works (i.e. connection to council and external infrastructure).

14.3) What is the monetary value of the proposed operational work?

An estimated value of the proposed operational work can be obtained from the quote provided by the contractor for the proposed works. Please note the value should include the GST, materials and labour.

Part 4 – Assessment manager details

This part identifies the assessment manager for the development application and any additional provisions around this.

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

The assessment manager is the entity who is responsible for assessing the development application and deciding its outcome. Schedule 8 of the Planning Regulation sets out who is the assessment manager. In most cases, it will be the relevant local government.

Under the Planning Act the prescribed assessment manager (which is the assessment manager prescribed under the Planning Regulation) can nominate an alternative assessment manager for development requiring code assessment. If an alternative assessment manager is to assess and decide the development application, their details are to be provided in response to this question, instead of the prescribed assessment manager's details.

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

If in the last 12 months a new planning scheme or planning scheme amendment has taken effect, the local government may agree to assess a development application against, or in the context of, a

superseded planning scheme, which is a planning scheme that has been replaced by a newer version of that scheme.

If the local government has agreed to assess the development application under a superseded planning scheme, select the appropriate checkbox in this question and provide a copy of the written notice of this agreement as an attachment to the form.

Part 5 – Referral details

This part is for identifying any referral requirements that may be relevant to the development application.

17) Do any aspects of the proposed development require referral for any referral requirements?

Particular types of development will require additional assessment by other agencies during the development assessment process. These agencies are called referral agencies.

A referral requirement is a matter of interest to a referral agency. If a development application involves a referral requirement, it is required to be referred to the agency that has jurisdiction for the requirement for their assessment. Referral may be to the chief executive, through SARA, or another referral agency, depending on who has jurisdiction for the relevant referral requirement(s). To find out if the development application requires referral, see schedules 9 and 10 of the Planning Regulation, which outlines all referral requirements and who has jurisdiction over them.

The applicant is responsible for ensuring all relevant referral requirements have been identified and the development application is referred to the correct referral agency and the relevant fee paid, if required. Schedule 9 and 10 of the Planning Regulation outlines the fees required for matters that are referred to SARA.

The relevant local government will also be able to help determine which referral agencies would be involved for a particular development proposal.

If after undertaking this check, the development application does not require referral to any referral agencies, acknowledge this and proceed to part 6.

If there are referral requirements relevant to the development application, each will need to be identified in this question. A single development application may have multiple referral requirements that require referral to multiple referral agencies; therefore, it is important to be sure to select all matters applicable to the development application. For further help in identifying all relevant referral requirements, contact the relevant referral agency.

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

Section 57 of the Planning Act allows a referral agency to provide a response before a development application is lodged. If a referral response has been obtained before lodging the development application it will form the referral agency's response and the development application will not need to be referred for those referral requirements during the development assessment process. This is as long as the development application that is lodged is the same, or not substantially different from, the proposed development application that is the subject of the referral response before the development application is lodged. The development application must also be lodged within the time stated in the referral response (if there is a time stated in the referral response).

If a referral response has been received before the development application was lodged, it must be included as part of the development application when it is lodged with the assessment manager. This question requires each referral response that has been received before the development application was lodged, the relevant referral requirement, referral agency and date of the response to be identified. If the development application has changed between the time of receiving the referral

response and the time of lodging the development application, this question also requires all changes to be specified.

Part 6 – Information request

This part explains the provision for allowing an applicant to elect not to receive an information request.

19) Information request under the DA Rules

As part of the development assessment process, the assessment manager or referral agency may request for additional supporting information about the development application. This is called an information request.

When making a development application, the applicant has the option of advising that they do not agree to accept an information request. In doing so, the applicant acknowledges that chapter 1, part 3 or part 2 under chapter 2 of the DA Rules (information request) will not apply to the development application.

If you are making a development application for declared State facilitated development and the development application has not previously been submitted to the assessment manager or the Planning Chief Executive for assessment, you are not able to opt-out of information request stage. For development applications for State facilitated development, the DA Rules Chapter 2, part 2, section 6 allows the Planning Chief Executive to make an information request.

It is important to note that, as part of this provision under the DA Rules, the assessment manager or any referral agency does not have to accept any additional information provided by the applicant during the development application process, unless agreed by the relevant parties.

Electing not to receive an information request does not prevent the assessment manager or any referral agency from giving further advice about the development application, or from informally seeking more information for the development application during the development assessment process.

An applicant is unable to use the opt-out provision if the development application involves any of the following:

- also taken to be a development application for an environmental authority
- seeking to vary the effect of a local planning instrument
- seeking a development permit for building work assessable against the building assessment provisions
- taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994*.

Part 7 – Further details

This part is for identifying if the development application involves any other essential matters.

20) Are there any associated development applications or current approvals?

Any associated development applications or current approvals are to be described or included in a schedule to the development application (which provides all information requested on the form). If there are no associated development applications or current approvals with the development application, select ‘No’.

21) Has the portable long service leave levy been paid?

QLeave provides long service leave entitlements to workers in the building and construction industry in Queensland. Further information regarding this scheme can be found at www.qleave.qld.gov.au. This levy is only applicable to development applications involving operational work or building work in Queensland that costs over $150,000 (excluding GST).

Should this be applicable to the development application, note this on this form.

Additionally, provide details on the amount paid, the date paid and the applicable QLeave levy number (this begins with either A, B or E). Finally, ensure that the yellow local government or private certifier's copy of the receipted QLeave form is attached to the development application when made. Please note that a development approval cannot be issued by the assessment manager if the long service leave levy has not been paid.

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

Show cause notices and enforcement notices are given to a person who is believed to be carrying out an unlawful land use or activity, which is a development offence. Sometimes, a development application needs to be lodged in order to gain the necessary approvals for development compliance.

If a show cause notice or enforcement notice has been given that relates to the development application being made, it must be identified in this question and a copy of the notice provided as an attachment to be included with the development application.

23) Further legislative requirements

Some types of development or premises may be subject to other requirements under other legislation. Question 23 features a number of sub-questions to identify any instances where these elements may apply. Answer each sub-question to identify whether any of these additional considerations relate to the development application.

23.1) Environmentally relevant activities

An environmental authority is needed for an environmentally relevant activity (ERA) under the *Environmental Protection Act 1994* (EPA). Where the development application is for a material change of use for a concurrence ERA, the development application will also be considered to be an application for an environmental authority and will be assessed at the same time. A separate application for the environmental authority is not required. If the application is a change application that involves an ERA, a separate application for an environmental authority must be made to DESI. You can find information about environmental authorities at www.environment.desi.qld.gov.au/activities/non-mining/regulation/environmental-authority.

Concurrence ERAs are outlined under the Environmental Protection Regulation 2019 (an ERA listed with a 'C' in schedule 2 of the Environmental Protection Regulation). A material change of use for an ERA is not required where the proposed concurrence ERA will be carried out under an existing environmental authority for a concurrence ERA with a higher aggregate environmental score operating on the site. The aggregate environmental score is listed in schedule 2 of the Environmental Protection Regulation.

Additional information is required to support the environmental authority application and ensure the application is valid. Details of what is required are in the document, An application for an environmental authority, which can be found by searching 'ESR/2015/1791' at www.qld.gov.au. A response to State Development Assessment Provisions (SDAP) State code 22: Environmentally relevant activities should also be attached to the development application.

If the development application involves an ERA, select the checkbox and provide the proposed ERA number, ERA threshold and ERA name. If the development application involves multiple ERAs, attach a schedule identifying their details and select the checkbox identifying this.

23.2) Hazardous chemical facilities

A hazardous chemical facility is a facility where certain chemicals may be present in excess of quantities greater than 10 per cent of the amount listed in schedule 15 of the Work Health and Safety Regulation 2011. If the development proposal intends to store or handle certain chemicals in excess of 10 per cent of the quantities listed in schedule 15 of the Work Health and Safety Regulation 2011, select the checkbox to notify the assessment manager of this. In addition complete and attach Worksafe's *Form 536 – Notification of a facility exceeding 10% of schedule 15 threshold*, which can be found at www.worksafe.qld.gov.au.

Applications for hazardous chemical facilities are required to address SDAP State code 21: Hazardous chemical facilities and may also need to hold a hazardous chemical facility licence from Workplace Health and Safety Queensland before exceeding certain quantities of chemicals. Hazardous chemical facilities include warehouses, refineries, chemical manufacturers and fuel/LPG distributers.

A response to SDAP State code 21: Hazardous chemical facilities should also be attached to the development application.

23.3) Clearing native vegetation

If the development application requires referral for clearing vegetation, confirmation that the chief executive administering the *Vegetation Management Act 1999* is satisfied that the clearing is for a relevant purpose (known as a 'section 22A determination'). If the development proposal includes clearing of native vegetation, identify this by selecting the 'Yes' checkbox.

A response to SDAP State code 16: Native vegetation clearing should also be attached to the development application.

Please note: If an application that requires a section 22A determination is not accompanied by a section 22A determination, the application is prohibited development and cannot be made.

23.4) Environmental offsets

Sometimes areas of high environmental value (for example, habitat for vulnerable or endangered species) coincide with sites of particular value to industry (for example, the presence of natural resources or proximity to infrastructure). Environmental offsets provide the flexibility to, in certain circumstances, approve development in one place on the basis of a requirement to make an equivalent environmental gain in another place where there is not the same value to industry. If the development application involves such environmental offsets, identify this by selecting the checkbox. For further information regarding environmental offsets, go to https://www.qld.gov.au/environment/management/environmental/offsets.

23.5) Koala habitat in SEQ Region

If the development application is located within South-East Queensland, check if koala habitat mapping regulated under Schedule 10, Part 10 of the Planning Regulation applies. If the development involves assessable development on a premises in a koala habitat area in the koala priority area, or koala habitat area outside the koala priority area, check the relevant checkbox. Koala habitat mapping is available in the SARA DA Mapping menu on the Development Assessment Mapping System (DAMS) dams.dsdip.esriaustraliaonline.com.au/damappingsystem/.

A response to SDAP State code 25: Development in South East Queensland koala habitat areas should also be attached to the development application.

23.6) Water resources

If the development proposal involves taking or interfering with artesian or sub-artesian water, taking or interfering with water in a watercourse, or taking overland flow water. select the 'yes' checkbox. If yes is selected, an additional template will need to be completed and attached to this application as follows:

- Taking or interfering with artesian or sub-artesian water – complete and provide template 1.

- Taking or interfering with water in a watercourse – complete and provide template 2.
- Taking overland flow water – complete and provide template 3.

All templates are available from
www.planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates

If a water authorisation (a licence, permit or allocation) is required under the *Water Act 2000*, select the relevant checkbox. A water authorisation (a licence, permit or allocation) is granted under the *Water Act 2000* and may be required when taking or interfering with surface water, overland flow water or groundwater. A water authorisation does not allow the physical construction of works such as dams, pumps, weirs and bores to take or interfere with water. These works are authorised by development permits issued under the Planning Act.

Under the *Water Act 2000*, a water authorisation is required for taking or interfering with water in a watercourse, lake or spring for purposes such as:

- Stock (for example feedlots) or domestic use on lands that do not adjoin a watercourse, lake or spring
- irrigation
- industrial use
- the storage of water behind a weir
- the impounding of water behind a storage structure
- the storage of water in excavations that are within or connected to a watercourse.

A water authorisation is required to take or interfere with artesian water anywhere in Queensland. Generally, a water authorisation is needed to take or interfere with sub-artesian water for purposes other than stock and domestic in:

- declared sub-artesian areas under the Water Regulation 2016
- groundwater management areas under the Water Regulation 2016 or a water plan
- sub-artesian management areas under a water plan.

A response to SDAP State code 10: Taking or interfering with water should also be attached to the development application.

23.7 Waterway barrier works

Waterway barrier works means a dam, weir or other barrier across a waterway if the barrier limits fish access and movement along a waterway. Information about waterway barrier works and maintaining fish passage can be found by searching ‘waterway barrier works’ at www.business.qld.gov.au.

If the development proposal involves waterway barrier works, select the ‘yes’ checkbox. If yes is selected, Template 4 will need to be completed and attached to this application.

The template is available from
www.planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates

A response to SDAP State code 18: Constructing or raising waterway barrier works in fish habitats should also be attached to the development application.

23.8) Marine activities

Aquaculture is the farming of saleable fisheries resources, under varying degrees of controlled conditions, both in marine and freshwater environments. Aquaculture may be undertaken in ponds, tanks, sea ranching on structures or in sea cages. The Queensland aquaculture industry has grown over the past two decades, so it is important that aquaculture practices are sustainable and minimise the risk of exotic pest fish and disease.

Declared fish habitat areas are spatially defined estuarine and inshore areas that protect all fish habitats, whether they be vegetated (e.g. mangroves, seagrass or saltmarsh) or unvegetated (e.g. mud banks, sandbars, rocky headlines). These areas have been declared and recognised as places for fish to feed, spawn and grow, and to provide ongoing opportunities for the use of these areas for recreation, education and research.

Removal, disturbance or destruction of marine plants has significant impacts on Queensland's ecosystem. Marine plants, living or dead, are an important fisheries resource and include species of plants that normally grow on or adjacent to tidal lands, such as seagrass and mangroves. Marine plants are critical to sustaining Queensland's fisheries as approximately 80 per cent of fisheries productivity is directly linked to marine plants. Marine plants provide shelter, nursery and feeding areas for both recreationally and commercially important fish species and other marine animals.

If the development application proposes any of the above activities, select the checkbox and attach a resource allocation authority. A resource allocation authority is required for aquaculture developments on unallocated tidal land or in Queensland waters. It does not give the holder any right of ownership or tenure over the land. A resource allocation authority does not grant the holder the right to undertake their proposed development without a valid development approval.

Further information regarding a resource allocation authority is available at www.daf.qld.gov.au.

A response to the relevant SDAP state codes should also be attached to the development application, including:

- State code 11: Removal, destruction or damage of marine plants
- State code 12: Development in a declared fish habitat area
- State code 17: Aquaculture.

23.9) Quarry materials from a watercourse or lake

Riverine quarry material in the state's non-tidal watercourse and lakes are managed under the *Water Act 2000*. Quarry material includes stone, gravel, sand rock, clay, earth and soil material removed from within the state's non-tidal watercourses or lakes. Quarry material does not include:

- excavations on floodplains adjacent to watercourses
- extractions from hard-rock quarries
- extractions from the tidal reaches of streams
- stone, gravel, sand, rock, clay, earth and soil if it is considered a mineral (within the meaning of any Act relating to mining)
- extraction of material that is considered waste.

If the development proposal involves the removal of quarry materials from a watercourse or lake, a quarry material allocation notice (QMAN) under the *Water Act 2000* must be obtained before commencing the development. If an allocation of quarry material is already approved under the *Water Act 2000*, then a QMAN will be issued by the Department of Resources. Development approval under the Planning Act is also required for the operational work associated with the extraction of material allocated under a QMAN. If this applies to the development proposal, select the 'Yes' checkbox.

Note that if the removal of riverine quarry material interferes with groundwater in declared sub-artesian areas or intersects sediments of the Great Artesian Basin, further authorisations may be required.

A response to SDAP State code 15: Removal of quarry material from a watercourse or lake should also be attached to the development application.

23.10) Quarry materials from land under tidal waters

Quarry material in land under tidal waters owned by the state is managed by the *Coastal Protection and Management Act 1995.*

Removing quarry material from land under tidal water refers to all types of dredging activity where the operation results in the removal of material. For example:

- extractive industry dredging (for sand or gravel for construction purposes)
- capital dredging associated with some form of tidal works (excavation of marina basin, dredging of a new navigation channel)
- maintenance dredging.

If the development proposal involves the removal of quarry materials from land under tidal water, an allocation notice of quarry material under the *Coastal Management and Protection Act 1995* will need to be obtained before commencing the development. If an allocation of quarry material has been approved under the *Coastal Protection and Management Act 1995*, then an allocation notice will be issued by the Department of Environment, Science and Innovation (DESI).

Please note that a royalty for the quarry materials removed under an allocation notice will be required to be paid. For further information on the royalty payable, please refer to DESI's information sheet on fees and royalties payable under the *Coastal Protection and Management Act 1995,* which can be found at www.desi.qld.gov.au. If this applies to the development proposal, select the 'Yes' checkbox.

A development approval under the Planning Act is also required for the operational work associated with the extraction of material allocated under an allocation notice. In some instances, an environmental authority may also be required if the development application is for an environmentally relevant activity.

A response to SDAP State code 8: Coastal development and tidal works should also be attached to the development application.

23.11) Referable dams

Dams within Queensland are assessed to ensure they are built, maintained, and risk is mitigated for persons who may be affected should the dam fail. If the proposed works are required to be failure impact assessed (FIA) under section 343 the *Water Supply (Safety and Reliability) Act 2008*, a development approval under the Planning Act is required.

Effectively, this means that the development application will require assessment by the Chief Executive of the Planning Act as either the assessment manager or referral agency if operational works are proposed, which includes one or more of the following:

- the construction of a dam more than 10 metres in height and having a storage capacity of more than 1500 megalitres (ML)
- the construction of a dam more than 10 metres in height and having a storage capacity of more than 750ML and a catchment area that is more than three times its maximum surface area at full supply level
- work carried out in relation to an existing non-referable dam that will result in the dam being more than 10 metres in height and having a storage capacity of more than 1500ML
- work to an existing non-referable dam that will result in the dam being more than 10 metres in height, having a storage capacity of more than 750ML, and a catchment area that is more than three times its maximum surface area at full supply level
- works that involve the increase of capacity of a non-referable dam by more than 10 per cent if the existing dam is already:
  - more than 10 metres in height and having a storage capacity of more than 1500ML, or
  - more than 10 metres in height and having a storage capacity of more than 750ML and a catchment area that is more than three times its maximum surface area at full supply level
- works carried out in relation to a referable dam if, because of the works, the storage capacity of the dam will increase by more than 10 per cent after the works are carried out.

If any of the above is relevant to the development proposal, select the 'Yes' checkbox and provide a FIA. A response to SDAP State code 20: Referable dams should also be attached to the development application.

If a FIA is required, it must be completed by a registered professional engineer who is not the owner, employee of the owner, operator or employee of the operator of the dam. The FIA is to adhere to *Guidelines for failure impact assessment of water dams*, available from www.resources.qld.gov.au.

23.12) Tidal work or development within a coastal management district

If the development application involves tidal work or development within a coastal management district, a response to schedule 3: Code for assessable development that is prescribed tidal works of the Coastal Protection and Management Regulation 2017 may be required. This code is applicable for assessable development for prescribed tidal work for which the local government is the assessment manager. For further information for development applications involving tidal work, go to www.desi.qld.gov.au.

If the development application involves operational work that is tidal work, the following must be provided with the development application:

- a copy of the certificate of title for the land (including tidal land) that would abut or adjoin the proposed works; and
- details of the tidal land on which the works would be constructed if there is a current tenure over this tidal land.

If a certificate of title for the land cannot be obtained, other satisfactory proof of ownership, or a copy of the lease document of the subject land is suitable. If the applicant does not hold tenure over the subject land, written confirmation (owner's consent) is required from the person or organisation that has tenure over this land. Further information regarding a certificate of title of the land can be found at www.desi@qld.gov.au.

A response to SDAP State code 8: Coastal development and tidal works should also be provided with the development application where applicable.

23.13) Queensland and local heritage places

Queensland heritage places

Queensland heritage places include state heritage places and protected areas (collectively known as Queensland heritage places).

The Queensland Heritage Register lists those places that have cultural heritage significance to the people of Queensland, these include state heritage places that have entered under the *Queensland Heritage Act 1992* and protected areas declared in the Queensland Heritage Regulation 2015.

All aspects of development on a Queensland heritage place are assessable and are to be referred to the department through SARA, including any material change of use, reconfiguring a lot or operational work. Building work on a Queensland heritage place is also assessable and SARA may be a referral agency or the assessment manager depending on the development proposal. If any aspect of development on a Queensland heritage site is part of the development application, select the 'Yes' checkbox and provide the name of the heritage place and the place ID.

Queensland heritage places that are local 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 that limit a local categorising instruments from including an assessment benchmark about the effect or impact of development on the stated cultural heritage significance of that place. See guidance material at www.planning.statedevelopment.qld.gov.au for information regarding assessment of Queensland heritage places.

For all development on or adjoining a Queensland heritage place, a response to SDAP State code 14: Queensland heritage should also be attached to the development application.

Local heritage places

Local heritage places include places of cultural heritage significance for the relevant local government area. The *Queensland Heritage Act 1992* requires local governments to keep a local heritage register or identify local heritage places in their planning scheme. Local heritage places can be found by searching the relevant local government's local heritage register or the relevant planning scheme.

All aspects of development on a local heritage place are assessable and are to be assessed by the relevant local government, including any material change of use, reconfiguring a lot, operational work, or building work. The relevant local government is the assessment manager for the development on a local heritage place unless the development is for building work assessable under the *Building Act 1975*. If this is the case, the local government will be required to assess the development application as a concurrence agency.

Exemption certificates under the Heritage Act 1992

If an exemption certificate has been issued under the *Queensland Heritage Act 1992,* select the 'No' checkbox. Exemption certificates are issued by DESI and provide upfront approval for the ongoing maintenance and minor work necessary to keep heritage places on the Queensland Heritage Register in active use, good repair and optimal operational condition. Strict limitations and conditions apply to the type and scope of work approved and to how it is carried out. More detail about exemption certificates can be found online at www.qld.gov.au/environment/land/heritage/development/approvals.

23.14) New or changed access to a state-controlled road under the *Transport Infrastructure Act 1994*

Where a development application will involve a new or changed access to a state-controlled road, select the 'Yes' checkbox. This application will also be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* and the response received from SARA for this development application will include both the response to the development application and the decision under section 62 of the Transport Infrastructure Act.

23.15) Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

Where a development application involves reconfiguring a lot for which Schedule 12A of the Planning Regulation is applicable, select the 'Yes' checkbox. If Schedule 12A is applicable, assessment benchmarks contained in the schedule should be considered.

Schedule 12A may be applicable if the development involves the following:

- reconfiguring a lot into two or more lots with at least one lot intended for residential purposes
- the lot being reconfigured is wholly or partly within a prescribed zone i.e. most residential zones except a rural residential zone
- construction or extension of a road.

Part 8 – Checklist and application declaration

This part is for checking if the development application involves any other essential matters that are to be recognised.

24) Development application checklist

The development application checklist confirms that all elements of the development application have been provided and relevant matters addressed when completing the forms and making the development application. Read through each statement carefully and identify any sections that are relevant to the development application. If applicable, these items will provide a reference to their relevant question within the form.

Some items within this checklist provide only a 'Yes' response. These items reference essential materials that are to be included with the development application. For example, relevant plans are required as they contextualise the development being proposed.

For further details, see the department's DA forms guide: Relevant plans and DA forms guide: Planning report template.

25) Application declaration

The applicant is to select this checkbox. By doing so, the applicant declares that all information on the completed form, within any relevant plans, and/or supporting reports submitted with the forms is true and correct. If any questions are unclear, seek advice from the assessment manager. Read over the privacy statement and thoroughly understand its terms.

Part 9 – For office use only

Part 9 contains information that only the assessment manager who receives the development application is required to complete.

Guidance for completing DA Form 2: Building work details

Part 1 – Applicant details

This part is for capturing the applicant's contact details.

1) Application details

The applicant is the person or company responsible for making the development application. The applicant may not necessarily be the owner of the land. The applicant is responsible for ensuring the information provided on DA Form 2 is accurate and true. Any correspondence during consideration of the development application, and the decision on the development application, will be issued to the applicant.

For further information on completing this section, see the guidance for completing applicant details on DA Form 1.

Part 2 – Location details

This part is for identifying the location of the proposed development.

2) Location of the premises, including additional premises

This is the location of the site where building work is occurring. Provide details and attach a site plan for any premises that are part of the development application. For further information, see the department's DA Forms guide: Relevant plans at www.planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates.

3) Are there any existing easements over the premises?

An easement is a section of land bound by rights that allow it to be used in a particular way. An easement gives someone else the right to use land for a specific purpose even though they are not the landowner, usually for gaining access to neighbouring land or for providing a service, such as electricity. Easements on a property can be identified through a title search of the property, available at www.resources.qld.gov.au.

Any existing easements over the subject land must be indicated in plans submitted with the development application.

For further information on easements and how they may affect the development application, see the guidance for completing location details on DA form 1.

Part 3 – Further details

This part requires more details to be provided about the proposed development.

4) Is the application only for building work assessable against the building assessment provisions?

Question 4 is a flag to identify whether the proposed building work is assessable against the planning scheme i.e. not only assessable against the building assessment provisions. There are additional information requirements in questions 5, 6 and 7 that are only relevant to building work that is assessable against the planning scheme. Section 30 of the *Building Act 1975* provides a list of the building assessment provisions.

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

The assessment manager is the entity who is responsible for assessing the development application and deciding its outcome. Schedule 8 of the Planning Regulation sets out who is the assessment manager. In most cases, a building certifier will be the assessment manager, but sometimes it may be the relevant local government.

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

Where the building work is assessable against the planning scheme and in the last 12 months a new planning scheme or planning scheme amendment has taken effect, the local government may agree to assess a development application against, or in the context of, a superseded planning scheme, which is a planning scheme that has been replaced by a newer version of that scheme.

If the local government has agreed to assess the development application under a superseded planning scheme, select the appropriate checkbox in this question and provide a copy of the written notice of this agreement as an attachment to the form.

7) Information requests under the DA Rules

Refer to 'Part 6: Information request' of the DA Form 1 guide, as this part explains the provision that allows applicants to elect not to receive an information request and outlines the requirements for this.

For building work, an applicant can only use these provisions where building work assessable against the local planning scheme is proposed, and not for building work assessable against the building assessment provisions.

8) Are there associated development applications or current approvals?

Provide information about any associated development applications or approvals relevant to the development application. These can assist the assessment manager in assessing the development application and should be included as an attachment to the application.

9) Has the portable long service leave levy been paid?

The *Building and Construction Industry (Portable Long Service Leave) Act 1991* sets out when the portable long service leave levy is payable. The levy amount and other prescribed percentages and rates for calculating the levy are set out in the Building and Construction Industry (Portable Long Service Leave) Regulation 2013.

10) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

If a show cause notice or enforcement notice has been given that relates to the development application being made, it must be identified in this question and a copy of the notice provided as an attachment with the development application.

11) Identify any of the following further legislative requirements that apply to any aspect of this development application

Queensland heritage places include state heritage places and protected areas and local heritage places. Refer to 'Part 7: Further details' of the DA Form 1 guide for more information about completing this question.

Part 4 – Referral details

This part is for identifying any referral requirements that may be relevant to the development application.

12) Does this development application include any building work aspects that have any referral requirements?

Refer to the building work referral checklist for a list of referral matters that may be relevant to the development application. Schedules 9 and 10 of the Planning Regulation set out the referral requirements for development involving building work.

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

If any referral matters are relevant to the development application, section 57 of the Planning Act allows a referral agency to provide its referral agency response before a development application is lodged. If a referral response has been obtained before lodging the development application, it will form the referral agency's response and the development application will not need to be referred for those referral requirements during the development assessment process.

If a referral response has been received before the development application was lodged, it must be included as part of the development application when it is lodged with the assessment manager. This question requires each referral response that has been received before the development application was lodged, the relevant referral requirement, referral agency, and date of the response to be identified. If the development application has changed between the time of receiving the referral response and the time of lodging the development application, this question also requires all changes to be specified.

Part 5 – Building work details

This part is for explaining what the development proposal is and for providing details.

14) Owner's details

The owner is the person(s) who owns the lot on which the premises that are the subject of the development application are located.

15) Builder's details

The builder is the person who is engaged to undertake the building work. This question is only required to be completed prior to lodgement if the builder is known at the time of lodgement.

16) Provide details about the proposed building work

For the description of works, answer the sub-question and ensure the application includes details such as scale of the development, location on site, type of development etc. Attach any relevant plans, drawings and specifications in accordance with the information requirements of chapter 3, parts 1 and 2 of the *Building Act 1975*.

17) What is the monetary value of the proposed building work?

An estimated value of the proposed operational work can be obtained from the quote provided by the contractor for the proposed works. Please note the value should include the GST, materials and labour.

18) Has Queensland Home Warranty Scheme Insurance been paid?

The *Queensland Building and Construction Commission Act 1991* sets out when insurance is payable for the Queensland Home Warranty Scheme. The insurance is usually paid by a licenced contractor or construction manager. If a builder has not yet been engaged, select 'No'.

Part 6 – Checklist and applicant declaration

This part is for checking if the development application involves any other essential matters to be recognised.

19) Development application checklist

The development application checklist confirms that all elements of the development application have been provided and relevant matters addressed when completing the forms and making the development application. Read through each statement carefully and identify any sections that are relevant to the development application. If applicable, these items will provide a reference to their relevant question within the form.

Some items within this checklist provide only a 'Yes' response option. These items reference essential materials that are to be included with the development application. For example, relevant plans are required as they contextualise the development being proposed.

For further details, see DA forms guide: Relevant plans and DA forms guide: Planning report template.

20) Application declaration

The applicant must select this checkbox to make a development application. By doing so, the applicant declares that all information on the completed form, within any relevant plans and/or supporting reports submitted with the forms is true and correct. If any questions are unclear, seek advice from the assessment manager. Read over the privacy statement and thoroughly understand its terms.

Part 7 – For office use only

Part 7 contains information that only the assessment manager who receives the development application is required to complete.

Information regarding the assessment manager to be filled out in the form is to reference the building certifier not the builder. Queensland Building and Construction Commission (QBCC) Certification Licence numbers can be found at www.onlineservices.qbcc.qld.gov.au/OnlineLicenceSearch/VisualElements/SearchBSALicenseeContent.aspx.