

Supporting Information – Checklist

<u>All</u> applications	Confirmation of lodgement
<p>A site plan drawn to an appropriate scale (1:100, 1:200 or 1:500 are recommended scales) which shows the following, where applicable:</p> <ul style="list-style-type: none"> • Proposed development • Site address and real property description • Dimensions of the proposed development • Easement dimensions and type • Lot dimensions • Setbacks • Property lines • Lot numbers • Site access • Any road frontages relevant to the land and their street names • On-site parking and vehicle movement • Existing structure (e.g. house / shed) • Non-structural features (e.g. concrete pad, above-ground pool, fences) • Significant vegetation, including height of vegetation • The location and extent of the area proposed to be cleared of native vegetation (if any), i.e. vegetation-clearing footprint • Location of stormwater and sewerage systems • Firebreaks and fire-management lines • Location of electrical and telecommunication infrastructure • Additional information relevant to the site and/or proposed development. 	
<p>A statement about how the proposed development addresses the local government's planning scheme and any other planning instruments or documents relevant to the application.</p>	
<p>A statement about the intensity and scale of the proposed use (e.g. number of visitors, number of seats, capacity of storage area etc.).</p>	
<p>Information that states:</p> <ul style="list-style-type: none"> • the existing or proposed floor area, site cover, maximum number of storeys and maximum height above natural ground level for existing or new buildings (e.g. information regarding existing buildings but not being reused) • the existing or proposed number of on-site car parking bays, type of vehicle cross-over (for non-residential uses) and vehicular servicing arrangement (for non-residential uses). 	
<p>The applicable application lodgement form (e.g. DA Form 1)</p>	

When the application involves building work (including extensions)	
<p>Floor plans drawn to an appropriate scale (1:50, 1:100 or 1:200 are recommended scales) which show the following:</p> <ul style="list-style-type: none"> • the north point • the intended use of each area on the floor plan (for commercial, industrial or mixed use developments only) • the room layout (for residential development only) with all rooms clearly labelled • the existing and the proposed built form (for extensions only) • the gross floor area of each proposed floor area. 	
<p>Elevations drawn to an appropriate scale (1:100, 1:200 or 1:500 are recommended scales) which show plans of all building elevations and facades, clearly labelled to identify orientation (e.g. north elevation)</p>	
<p>Plans showing the size, location, proposed site cover, proposed maximum number of storeys, and proposed maximum height above natural ground level of the proposed new building work.</p>	
When the application involves operational work	
<p>Plans showing the nature, location, number of new on-site car parking bays, proposed area of new landscaping, proposed type of new vehicle cross-over (non-residential uses), proposed maximum new vehicular servicing arrangement (non-residential uses) of the proposed new operational work.</p> <p>For a comprehensive list of plan requirements, refer to Schedule 6, Policy 2 – Infrastructure Works of the Redland City Plan.</p>	
When the application involves a request for an exemption certificate under the <i>Queensland Heritage Act 1992</i>	
<p>A plan showing the location of the development in relation to the features of the place that contributes to its cultural heritage significance.</p>	
<p>If the application is for development permitted under a heritage agreement or local heritage agreement for the place – details of the agreement to support the application.</p>	
<p>Information showing how the development will not have a detrimental impact, or will only have a minimal detrimental impact, on the cultural heritage significance of the place.</p>	
When the application involves a request for an exemption certificate under the <i>Planning Act 2016</i>	
<p>Proposed Plans (if applicable).</p>	
<p>A statement addressing how the proposed development meets the selected criteria under Section 46 (3)(b) of the <i>Planning Act 2016</i>.</p>	
<p>Any written advice from Redland City Council regarding the proposal (i.e. email correspondence, pre-lodgement meeting minutes, etc.)</p>	

When the application involves Conditioned Works Assessment

Please refer to the [Conditioned Works Assessment Request Form](#) for a comprehensive list of mandatory supporting information requirements.

When the application involves Plan of Subdivision

When applying for a Plan of Subdivision Approval, the following supporting information is required:

- [Plan of Subdivision Approval Checklist](#)
- 2 x A4 copies of the plan/s of survey showing the following, if applicable:
 - Total lots relating to the request
 - Signature of the registered owner/s
 - Licensed surveyor certification
 - Covenants
 - Park dedication
 - Common property
 - Easements
 - Land to be dedicated to Council
 - Cancellation of Access Restriction Strips
- Signed Form 31 Covenant
- Community Management Statement (if applicable)

Submit

- in person at Council's [Customer Service Centres](#)
- by mail, PO Box 21, Cleveland Qld 4163
- by email to rcc@redland.qld.gov.au or fax on (07) 3829 8765.

Information Privacy Act 2009 – Redland City Council is collecting your personal information in order to process this application. The information will only be used by authorised Council Officers for the purpose of this application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.
