

idas

# Form 1 Development Application

## Part A

### Common details

NOTE: Answer **all** questions unless directed to go to a particular question. Refer to the end of the form for advice on how to complete this form.

**Applicant details** *(The Applicant is the person responsible for making the application and need not be the owner of the land. The Applicant is responsible for ensuring the information provided on the IDAS Application Form is correct. This information is relied upon by the Assessment Manager and any referral agencies when assessing and deciding this application. By lodging this application, the Applicant incurs the obligations and responsibilities prescribed by the IPA. Any development permit or preliminary approval that may be issued as a consequence of this application will be issued to the Applicant.)*

Company or organisation name <i>(If applicable)</i>			
Individual applicant/Contact person <i>(If there is more than one applicant, provide additional applicant details on an attachment to this form)</i>			
Title		First name	
		Last name	
Postal address			
Contact telephone number			Mobile phone number
Facsimile number		e-mail address	

**Details of the premises** *(i.e. the land on which the development is proposed – refer to the advice at the end of the form)*

1. Identify the premises by completing Table A, or Table B and/or Table C *(ensure adequate information is given to identify the premises)*

**Table A** If the application is for a **mobile and temporary Environmentally Relevant Activity (ERA)**, complete Table A only. *Then go to Q2.*

Name of each local government area in which the mobile and temporary ERA is proposed to operate	
1.	

OR

**Table B** Street address for the premises *(✓ applicable box/es below and insert property description in the table. Identify each lot in a separate row.)*

- (i)  Street address / lot on plan for the **premises** *(Appropriate for most applications including building applications):* OF
- (ii)  Street address /lot on plan for the **land adjoining or adjacent to the premises** *(Appropriate for development in water e.g. jetty, pontoon etc) (Note: Lot on plan details may be obtained from title documents, a 'Rate' notice, or from the local government.)*

	Street address				Lot on plan description		Local government area <i>(e.g. Logan, Cairns)</i>
	Unit No.	Street No.	Street Name and official suburb/locality name	Post Code	Lot No.	Plan type and Plan Number	
1.							

AND / OR

**Table C** Coordinates and/or a map of the premises *(Appropriate for development in remote areas, over part of a lot, in water (e.g. channel dredging in Moreton Bay) etc.)*

	Coordinates				Zone Reference	Datum	Local government area <i>(If applicable)</i>
	Easting	Northing	Latitude	Longitude			
1.						<input type="checkbox"/> GDA94 <input type="checkbox"/> WGS84  <input type="checkbox"/> Other _____	

2. Identify if any of the following apply to the premises by completing Tables D, E, or F. (Note: In most instances, the premises will not involve any of the following characteristics, however some applications may involve one or more of these characteristics – complete only if applicable)

**Table D** Complete if the premises are adjacent to or associated with a water body, watercourse or aquifer (e.g. river, creek, lake, canal)

Name of water body, watercourse or aquifer (If known)	
1.	

**Table E** Complete if the premises are on Strategic Port Land under the *Transport Infrastructure Act 1994*

Lot on plan description for strategic port land	Port authority for the lot
1.	

**Table F** Complete if the premises are in tidal water

Name of local government for the tidal area (If applicable)	Name of port authority for the tidal area (If applicable)
1.	

3. Indicate the total area of the premises on which the development is proposed: (Note: The total area may include land both above and below water)

Total area of premises (land on which the development is proposed)						
						<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> hectares (✓ applicable unit)

**Existing use of the premises**

4. Current use/s of the premises: (e.g. vacant land, house, townhouses, apartment building, shop, service station, school, sugar cane farming etc.)

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5. Are there any existing easements on the premises? (e.g. for vehicular access, electricity, overland flow, water etc.)

No                       Yes – Ensure the type, location and dimensions of each easement are included in plans, submitted with the application

**Proposal details**

6. Brief description of the proposal: (e.g. 6 unit apartment building, 30 lot residential subdivision, a bore, aquaculture etc.)

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7. Does the proposal include new building work or operational work (including any services) on the premises?

No                       Yes – Ensure the nature, location and dimensions of the proposed works are included in plans, submitted with the application

**Resource entitlement (if applicable) – further information is provided in the advice section at the end of the form**

8. Does the application involve taking or interfering with a State resource and therefore require a resource entitlement? (e.g. the application involves State land (leased and freehold), declared Fish Habitat areas, taking quarry material, taking or interfering with water under the Water Act 2000, etc.)

No – Go to Q9                       Yes – Complete Table G – provide details for each evidence required on a separate row, if applicable. Evidence of resource allocation or entitlement must be submitted with the application. You do not need to answer Q9 – go to the next section.

Table G	Nature of State-owned resource					
	Nature of evidence required					
	Allocation/entitlement reference number	Name of authorising officer	Position of authorising officer	State Government Department	Date of issue	Date of expiry
1.						

**Owner’s consent (if applicable) – further information is provided in the advice section at the end of the form**

9. Complete Table H for applications involving a material change of use; reconfiguration of a lot; work on land below high-water mark and not within a canal as defined under the *Coastal Protection and Management Act 1995*; or work on rail corridor land defined under the *Transport Infrastructure Act 1994* - provide details for each owner on a separate row, or on an attachment to this form if applicable.

Table H	Premises Owner’s name/s and postal address	Details of the premises owned (street address or lot on plan description)	Owner’s signature*	Date consent was obtained
1.				

\* Owner’s signature cannot be provided on the form if you intend to submit the application electronically. Owner’s consent must be provided to the assessment manager on an attachment containing appropriate written documentation of the owner’s consent. If the owner is a company, s127 of the *Corporations Act 2001* (Cwealth) details how a company may sign as owner. Templates for the provision of owner’s consent are available on the [IPA website](#).

**Attachments and supporting information** *(Complete Table I – Use a separate row for each type of attachment or information, including information required under this Part) Please ensure all documentation submitted with this form, including other Parts of Form 1, or owner’s consent, etc, are securely attached to this Part of the Form.*

Table I	Description of attachment or information <i>(e.g. Part C of Form 1, owner’s consent, evidence of resource allocation/entitlement, plans, drawings, reports)</i>	Title <i>(if applicable)</i> <i>(e.g. General Authority, James Street Traffic Report)</i>	Date	Method of delivery to assessment manager
1.				

**Portable Long Service Leave (PLSL) levy** *(Applicable for certain building and construction work valued over \$80,000 only)*

10. The Portable Long Service Leave Levy (PLSL) is not applicable to this application if any of the following apply: *(✓ box if applicable)*
- the application seeks a preliminary approval only;
  - the application is not for building and construction work under the *Building and Construction Industry (Portable Long Service Leave) Act 1997*, section 3AA *(e.g. the application is only for a change of use, or for the following types of work carried out solely for farming purposes: land clearing, site preparation, earthworks, fences, fodder harvesting, clearing of encroaching vegetation, clearing of regrowth, thinning vegetation or controlling weeds or pests);*
  - all costs, that relate to the work both directly and indirectly, are less than \$80,000, inclusive of GST; or
  - the work is being carried out under an owner-builder permit issued under the *Queensland Building Services Authority Act 1991* - *Complete and submit a QLeave Notification and Payment Form (no payment required if owner-builder permit number stated). The receipted form must be sighted by the assessment manager before a development permit can be given.*
11. Is payment of a PLSL levy applicable to this application? *(Refer to Q10 and the Advice below for more information)*
- No – *End of Part A*                       Yes – *Answer Q12 below*
12. Has the PLSL levy been paid?
- No – *(NOTE: An application can be lodged prior to payment of the applicable PLSL levy. However, the levy must be paid and the receipted form sighted by the Assessment Manager before a development permit may be given for this application. To pay the levy you will need to complete and submit a Notification and Payment Form to QLeave.)*
- Yes – *Complete Table L and submit, with the application, the “yellow” (Local Government’s (Council) / Private Certifier’s) copy of the receipted QLeave Form.*

Table L	Amount paid	Date paid	QLeave Project Number <i>(6 digits, starting with A, B, E, L or P)</i>
1.			

**OFFICE USE ONLY** *(For use by the Assessment Manager / Private Certifier) (Optional)*

Fee (\$)		Date received		Receiving officer’s name		Reference numbers	
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**NOTIFICATION OF ENGAGEMENT OF PRIVATE CERTIFIER**

To:  Council. I have been engaged as the private certifier for the building work referred to in this application.

Date of engagement	Name	BSA Certification license number	Building classification/s

**QLEAVE NOTIFICATION AND PAYMENT** *(for completion by assessment manager or private certifier if applicable)*

Description of the work	QLeave Project Number	Amount paid (\$)	Date paid	Date receipted form sighted by assessment manager	Name of officer who sighted the form

**Privacy Statement**

*The information collected on Form 1 will be used by the Department of Infrastructure and Planning (DIP) in accordance with the processing and assessment of your Application. Your personal details will not be disclosed for a purpose outside of the IDAS process, except where required by legislation (including the Freedom of Information Act 1992) or as required by Parliament. This information may be stored in a DIP database. The information collected will be retained as required by the Public Records Act 2002.*

## Advice for completing Part A *(For more detailed advice, refer to [IDAS Guide 1 \(Making and IDAS application\)](#))*

<p><b>General advice</b></p> <ul style="list-style-type: none"> <li>Part A of IDAS Development Application Form 1 must be completed and accompany all development applications. The applicant is responsible for answering <b>all</b> questions fully and correctly, unless following a response there is a statement to go directly to another question. The Assessment Manager may refuse to receive an application that is not properly made.</li> <li>The IDAS Assessment Checklist must also be completed for all development applications, other than those requiring assessment against the <i>Building Act 1975</i> only, i.e. those applications requiring the completion of Parts A and B only.</li> </ul>
<p><b>Applicant details</b></p> <ul style="list-style-type: none"> <li>If the applicant is a company or organisation, a contact person must be nominated. The applicant's signature is not required to be provided under the IPA.</li> </ul>
<p><b>Details of the premises</b></p> <ul style="list-style-type: none"> <li>The term 'premises' is defined by the IPA, schedule 10 to mean a building or other structure, and land (whether or not a building or other structure is situated on the land). The term 'land' is also defined to include the estate in, on, over or under the land.</li> <li>Details of the land are not required if the application involves a mobile and temporary Environmentally Relevant Activity only. Instead complete Table A.</li> <li>The premises may be identified in a number of ways— <ul style="list-style-type: none"> <li>Street address and lot on plan are most common and will apply to most applications.</li> <li>Coordinates may provide the best means of accurately identifying the location of development proposed in waters, or on a relatively small development site distant from property boundaries on a large lot. Sufficient coordinates need to be provided to identify the boundary of the premises the subject of the application. Eastings and northings using GDA94 datum is preferred, but longitude and latitude and other (specified) datum such as Zone Reference or GS84 may be provided.</li> </ul> </li> <li>The definition of 'water body' and 'watercourse' can vary from Act to Act.</li> <li>Strategic Port Land is within a local government area but a local government's planning scheme does not apply on Strategic Port Land. Strategic Port Land is declared under the <i>Transport Infrastructure Act 1994</i>. For further information go to <a href="#">IDAS Guide 11</a> (Development on strategic port land) and the Queensland Transport (Ports) website.</li> <li>'Tidal water' is defined in the <i>Coastal Protection and Management Act 1995</i> (Schedule) and 'tidal area' for a local government and for strategic port land is defined in the IPA (schedule 10). Generally, the area below 'high-water mark' (<i>defined by the Coastal Act in relation to high water mark at spring tides</i>) establishes the boundary of a tidal area. Land below high water mark is not within a local government's area unless provided for under the <i>Local Government Act 1993</i>. Unless otherwise provided for by legislation, a local government has no jurisdiction below high water mark. A tidal area for strategic port land is within the jurisdiction of the relevant port authority, while the Environmental Protection Agency generally has jurisdiction for a local government tidal area. However, the IPA gives local governments jurisdiction for assessing and deciding applications for prescribed tidal works within the local government tidal area, and the planning scheme may be applied to that assessment (to the extent provided for in the code for prescribed tidal work).</li> </ul>
<p><b>Resource entitlement</b></p> <ul style="list-style-type: none"> <li>Section 3.2.1(5) of the IPA requires evidence of resource entitlement be given for applications if they involve taking or interfering with a prescribed State resource. Schedule 10 of the <i>Integrated Planning Regulation 1998</i> (IPR) prescribes the State resources, including State-owned land, where evidence is required to be given, and the evidence required to support the application. Link to <a href="#">Integrated Planning Regulation</a>. Section 3.2.1(10)(a)(ii) states an application <b>cannot</b> be taken to be properly made without the required evidence.</li> <li>For applications involving the <b>taking or interfering with water under the Water Act</b>, the development application may be made at the same time as the request for resource entitlement, and the Department of Natural Resources and Water will accept the application as properly made.</li> <li>For <b>State-controlled roads</b>, a resource entitlement is not required for an activity that is exempt ancillary works or encroachment (identified by gazette notice under the <i>Transport Infrastructure Act 1994</i>, section 50), or if the activity requires referral to the Department of Main Roads.</li> <li>Evidence may be required from more than one Department responsible for a State-owned resource, e.g. from the Environmental Protection Agency for quarry material below high water mark, and the Department of Natural Resources and Water in relation to the State-owned land above high water mark.</li> </ul>
<p><b>Owner's consent</b></p> <ul style="list-style-type: none"> <li>Section 3.2.1(3) of the IPA prescribes that an application must contain, or be supported by, the written consent of the land owner/s, if the application involves: a material change of use; reconfiguration of a lot; work on land below high-water mark and not within a canal as defined under the <i>Coastal Protection and Management Act 1995</i>; or work on rail corridor land defined under the <i>Transport Infrastructure Act 1994</i>.</li> <li>Evidence of this consent may need to be provided before the application will be accepted as properly made by the Assessment Manager, during the processes of the application or in the event of an appeal about the outcome of the application.</li> <li>'Owner' for the purpose of a lodging an IDAS development application means the person at the time of lodging the application, entitled to receive the rent for the land (or would be entitled to receive the rent for it if it were let to a tenant at a rent).</li> <li>Templates are available from the <a href="#">IPA website</a> for the provision of owner's consent as an attachment to this form. However other documentation may be used for providing owner's consent provided it is clear the documentation relates to the development application for the premises.</li> <li>Owner's consent, if required, must be provided even if the applicant is the owner. Owner's consent is not required for a mobile and temporary ERA.</li> </ul>
<p><b>Portable Long Service Leave (PLSL) Levy</b></p> <ul style="list-style-type: none"> <li>The Building and Construction Industry Portable Long Service Leave Scheme provides long service leave entitlements to workers in the building and construction industry who would be unlikely to accrue enough service with one employer to qualify for long service leave. To fund the scheme, a Portable Long Service Leave Levy (PLSL levy) is collected on certain building and construction work carried out in Queensland.</li> <li>The PLSL levy amount and other prescribed percentages and rates for calculating the levy are stated in the <i>Building and Construction Industry (Portable Long Service Leave) Regulation 2002</i>. Included in the amount collected by QLeave is the Workplace Health and Safety Fee and the Building and Construction Industry Training Levy.</li> <li>The <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> (PLSL Act) defines the building and construction work subject to the PLSL levy and includes renovating, relocating, constructing, altering, demolishing, maintaining or repairing buildings, pools, roads, jetties, pipelines, fences or earthworks, and works for subdividing, irrigating or draining land.</li> <li>The PLSL levy need not be paid when the application is made, but the PLSL Act requires the levy to be paid before a development permit may be issued.</li> <li>The Assessment Manager must sight an approved form issued by QLeave advising of the status of the payment of the PLSL levy. Building and Construction Industry Notification and Payment Forms are available from any Queensland post office or agency, on request from QLeave, or can be completed on the QLeave website at <a href="http://www.qleave.qld.gov.au">www.qleave.qld.gov.au</a>. For further information contact QLeave (Tel: 1800 803 481 Web: <a href="http://www.qleave.qld.gov.au">www.qleave.qld.gov.au</a>)</li> </ul>