

CHECKLIST FOR SUBMISSION OF DOCUMENTATION FOR REFERRAL APPLICATION FORM

NOTE – Council will not accept an application unless the checklist below is completed and attached. The applicant may be requested to supply additional information as considered necessary or desirable by the assessing officer.

CHECKLIST—SUBMISSION OF DOCUMENTATION FOR REFERRAL APPLICATION FORM		
<input type="checkbox"/>	COVER LETTER	Address compliance with relevant performance criteria under QDC MP1.1 or MP1.2.
<input type="checkbox"/>	DETAILED SITE PLAN	Preferably to scale, which must include, but not be limited to, the following:
<input type="checkbox"/>	LAYOUT OF THE SITE	<p><i>to include;</i></p> <ul style="list-style-type: none"> • the location of all existing and proposed structures • the dimensions of all existing and proposed structures, • each structure to be marked as either 'existing' or 'proposed' • the distances separating these structures from each other, • the distance from structure to property boundaries. <i>(Please ensure distance indicated is from boundary to outermost projection point of the proposed structure and not from boundary to the wall/floor).</i> <p>Outermost projection means the outermost projection of any part of a building or structure including, in the case of a roof, the outside face of the fascia, or the roof structure where there is no fascia, or attached sunhoods or the like, but does not include retractable blinds, fixed screens, rainwater fittings, or ornamental attachments.</p>
<input type="checkbox"/>	ACCESS TO THE SITE	i.e. driveway/s) and location of (inward only permitted) opening gates
<input type="checkbox"/>	LOCATION OF SERVICES	i.e. water, sewerage, telephone and electricity mains (if known and applicable)
<input type="checkbox"/>	PROPOSED LANDSCAPING DETAILS (if applicable)	
<input type="checkbox"/>	STORMWATER	Lawful point of discharge of stormwater
<input type="checkbox"/>	ELEVATION PLANS (including dimensions)	