



WELL MADE DEVELOPMENT APPLICATION CHECKLIST

D0001 V1

CHARACTER AREAS
Chief Executive Officer, Ipswich City Council
PO Box 191, Ipswich Q 4305

Office Use Only	
Applic No: _____	
Date Rcd: ____/____/____	Receiving Officer: _____

A well made application assists Council in the efficient assessment of your development application and reduces the instances whereby Council needs to request further information to assess the application.

This Checklist has been designed to assist you in lodging the following development applications / referrals:

- **Material Change of Use of premises for a single residential dwelling in a Character Zone;**
- **Building Works not associated with a Material Change of use assessable against a planning scheme (eg carports / garages in a Character Zone);**
- **Concurrence Agency referrals for building works in a local heritage place pursuant to Schedule 7 of the *Sustainable Planning Regulation 2009*.**

You are encouraged to fill in this Checklist and lodge it together with your development application.

Prelodgement Advice	
Heritage Adviser	
Has advice been sought from Council’s Heritage Adviser ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are the Heritage Adviser Notes attached to the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the development application comply with the Heritage Adviser Notes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Development Planner	
Has prelodgement advice been sought from a Council Development Planner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the development application comply with the Council Development Planner’s advice?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Information Privacy Collection Notice

Ipswich City Council is collecting your personal information in accordance with the *Sustainable Planning Regulation 2009* so that we can process your application and perform our responsibilities under the Regulation. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive who may in turn make this information available to others in accordance with the Regulation. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council’s Privacy Statement, Personal Information Digest and this collection notice.

Application Details	
Statutory application forms have been completed including all mandatory information (including Owner's consent):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current site / layout plan (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed site / layout plan (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed site / layout plan (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor plans – existing and proposed (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Elevations – existing and proposed (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sections – existing and proposed (4 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos of the existing building and buildings on 2 lots either side of the subject site showing street and side elevations	<input type="checkbox"/> Yes <input type="checkbox"/> No
CD with all plans, elevations, sections and photos	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report / Statement about how the proposed development addresses the Zone Code and Character Code of the Planning Scheme (The report is to clearly indicate where the proposed development does not comply with the probable solution and provide a basis for the alternative solution being proposed)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Development Constraints Overlays	
Is the site subject to any planning scheme development constraint overlays ² (eg OV3: Mining Influence Area)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which development constraints overlay relates to the land (provide details)?	
Has supporting information been submitted that addresses the development constrain overlay (eg a Mining Assessment Report for land that is within OV3)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details:	

Referral Agencies	
Does the application trigger a Referral Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which Referral Agency is applicable and why is the application triggered for referral (provide details)?	

Statement	
I (Name of person who completed this Checklist) _____ confirm that this checklist has been correctly completed.	
_____ Signature	_____ Date

¹ Council offers a **free** Heritage Adviser Service to provide owners with advice about maintenance, restoration and extensions to historic properties. Appointments with the Heritage Adviser can be arranged by contacting Council on (07) 3810 6256. For further heritage information, please refer to www.ipswich.qld.gov.au/residents/building/heritage_adviser_service.

² Council's PD Online system provides further details as to which development constraint overlays apply to a particular parcel of land. For further information, please undertake a Property Search on PD Online at www.ipswich.qld.gov.au.