

Change application form

Planning Act Form 5 (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form is to be used for a change application made under section 78 of the *Planning Act 2016*. It is important when making a change application to be aware of whether the application is for a minor change that will be assessed under section 81 of the *Planning Act 2016* or for an other change that will be assessed under section 82 of the *Planning Act 2016*.

An applicant must complete all parts of this form, and provide any supporting information that the form identifies as being required to accompany the change application, unless stated otherwise. Additional pages may be attached if there is insufficient space on the form to complete any part.

Note: All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	FPI Queensland Pty Ltd
Contact name (only applicable for companies)	Mitchell Gassman
Postal address (P.O. Box or street address)	c/- Gassman Development Perspectives, PO Box 392
Suburb	Beenleigh
State	QLD
Postcode	4207
Country	Australia
Email address (non-mandatory)	mitchell@gassman.com.au
Mobile number (non-mandatory)	0437 073 333
Applicant's reference number(s) (if applicable)	5941-03

2) Owner's consent - Is written consent of the owner required for this change application?	
Note: Section 79(1A) of the <i>Planning Act 2016</i> states the requirements in relation to owner's consent.	
☐ Yes – the written consent of the owner(s) is attached to this change application	
☒ No	

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)				
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).				
a)	Unit No.	Street No.	Street Name and Type	Suburb
		60	STAPYLTON JACOBS WELL ROAD	Staplyton
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4207	501	SP295994	CoGC
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)

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		☐ WGS84 ☐ GDA94 ☐ Other:	

☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		☐ 54 ☐ 55 ☐ 56	☐ WGS84 ☐ GDA94 ☐ Other:	

3.3) Additional premises

- ☐ Additional premises are relevant to the original development approval and the details of these premises have been attached in a schedule to this application
- ☒ Not required

PART 3 – RESPONSIBLE ENTITY DETAILS

4) Identify the responsible entity that will be assessing this change application

Note: see section 78(3) of the Planning Act 2016

Gold Coast City Council

PART 4 – CHANGE DETAILS

5) Provide details of the existing development approval subject to this change application

Approval type	Reference number	Date issued	Assessment manager/approval entity
☒ Development permit ☐ Preliminary approval	COM/2023/82	22 March 2024	Adam Morris City of Gold Coast Council
☐ Development permit ☐ Preliminary approval			

6) Type of change proposed

6.1) Provide a brief description of the changes proposed to the development approval (e.g. changing a development approval for a five unit apartment building to provide for a six unit apartment building):

Minor design changes to the approved Stormwater, Sewer and Water structure and its alignments.

6.2) What type of change does this application propose?

- ☐ Minor change application – proceed to Part 5
- ☐ Other change application – proceed to Part 6

PART 5 – MINOR CHANGE APPLICATION REQUIREMENTS

7) Are there any affected entities for this change application

☒ No – proceed to Part 7

☐ Yes – list all affected entities below and proceed to Part 7

Note: section 80(1) of the Planning Act 2016 states that the person making the change application must give notice of the proposal and the details of the change to each affected entity as identified in section 80(2) of the Planning Act 2016.

Affected entity	Pre-request response provided? (where a pre-request response notice for the application has been given, a copy of the notice must accompany this change application)	Date notice given (where no pre-request response provided)
	☐ No ☐ Yes – pre-request response is attached to this change application	
	☐ No ☐ Yes – pre-request response is attached to this change application	
	☐ No ☐ Yes – pre-request response is attached to this change application	

PART 6 – OTHER CHANGE APPLICATION REQUIREMENTS

Note: To complete this part it will be necessary for you to complete parts of DA Form 1 – Development application details and in some instances parts of DA Form 2 – Building work details, as mentioned below. These forms are available at <https://planning.dsdmip.qld.gov.au>.

8) Location details - Are there any additional premises included in this change application that were not part of the original development approval?

☐ No

☐ Yes

9) Development details

9.1) Is there any change to the type of development, approval type, or level of assessment in this change application?

☐ No

☐ Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 – Development application details as these sections relate to the new or changed aspects of development are provided with this application.

9.2) Does the change application involve building work?

☐ No

☐ Yes – the completed Part 5 (Building work details) of DA Form 2 – Building work details as it relates to the change application is provided with this application.

10) Referral details – Does the change application require referral for any referral requirements?

Note: The application must be referred to each referral agency triggered by the change application as if the change application was the original development application including the proposed change.

☐ No

☐ Yes – the completed Part 5 (Referral details) of DA Form 1 – Development application details as it relates to the change application is provided with this application. Where referral is required for matters relating to building work the [Referral checklist for building work](#) is also completed.

11) Information request under Part 3 of the DA Rules

☐ I agree to receive an information request if determined necessary for this change application

☐ I do not agree to accept an information request for this change application

Note: By not agreeing to accept an information request I, the applicant, acknowledge:

- that this change application will be assessed and decided based on the information provided when making this change application and the assessment manager and any referral agencies relevant to the change application are not obligated under the DA Rules to accept any additional information provided by the applicant for the change application unless agreed to by the relevant parties
 - Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.
- Further advice about information requests is contained in the [DA Forms Guide: Forms 1 and 2](#).

12) Further details

- ☐ Part 7 of *DA Form 1 – Development application details* is completed as if the change application was a development application and is provided with this application.

PART 7 – CHECKLIST AND APPLICANT DECLARATION

13) Change application checklist

I have identified the:

- responsible entity in 4); and
- for a minor change, any affected entities; and ☒ Yes
- for an other change all relevant referral requirement(s) in 10)

Note: See the *Planning Regulation 2017* for referral requirements

For an other change application, the relevant sections of [DA Form 1 – Development application details](#) have been completed and is attached to this application ☐ Yes ☒ Not applicable

For an other change application, where building work is associated with the change application, the relevant sections of [DA Form 2 – Building work details](#) have been completed and is attached to this application ☐ Yes ☒ Not applicable

Supporting information addressing any applicable assessment benchmarks is attached to this application ☒ Yes

Note: This includes any templates provided under 23.6 and 23.7 of *DA Form 1 – Development application details* that are relevant as a result of the change application, a planning report and any technical reports required by the relevant categorising instrument(s) (e.g. the local government planning scheme, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning report template](#).

Relevant plans of the development are attached to this development application ☒ Yes

Note: Relevant plans are required to be submitted for all relevant aspects of this change application. For further information, see [DA Forms Guide: Relevant plans](#).

14) Applicant declaration

- ☒ By making this change application, I declare that all information in this change application is true and correct.
- ☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the responsible entity and any relevant affected entity or referral agency for the change application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*.

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the responsible entity and/or chosen assessment manager, any relevant affected entity or referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the change application.

All information relating to this change application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 8 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received:

Reference number(s):

QLeave notification and payment

Note: For completion by assessment manager if applicable

Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

Request to make a change to development approval (Minor change and Pre-request response notice)

Planning and Regulation
City Development
Planning Assessment
PO Box 5042 GOLD COAST MC QLD 9726
P 07 5582 8866
W cityofgoldcoast.com.au

Please use BLOCK LETTERS and complete all details in full

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

For more information to assist with your application and to submit online, please visit cityofgoldcoast.com.au/lodgeda

Note: A request to make a change application may lead to a change in the relevant infrastructure charges.

* Indicates the field is mandatory

Request type (Please select)*

Minor change to the development approval (<i>Planning Act 2016</i>)	☒
Minor change to development approval (<i>Planning Act 2016</i>) (Reconfiguring a lot – up to 3 lots)	☐
A Pre-request response notice	☐

Applicant*

Name	FPI Queensland Pty Ltd
Postal address	c/- Gassman Development Perspectives, PO Box 392 Beenleigh QLD 4207
Phone	(07) 3807 3333
Email	mitchell@gassman.com.au

Contact person

Where a 'Contact' is required, provide details of the primary contact person for this application.

Name	As above
Postal address	
Phone	
Email	

Owner

Name	Not Required
Postal address	
Phone	
Email	

Property details*

Lot number*	BAL Lot 504	Registered plan number*	SP329485
Property address*	Lot 504 Homestead Drive, Staplyton Qld 4207		
Existing approval number*	COM/2023/82		
City's reference file number			

Office use only

Date received		Fee paid	
Received by		Receipt number	
Business partner name		Account number	
Business partner number		System code	(if applicable)

Details of existing approval (Please select)

Development permit	☒	Environmentally relevant activity	☐	Material change of use	☐
Operational works	☐	Preliminary approval	☐	Reconfiguration of lot	☐

Fees

These fees are in accordance with Council's regulatory fees and non-regulatory charges. A copy of these fees and charges can be found on Council's website cityofgoldcoast.com.au

Payment Options

Business partner account (BP)

Business partner name		Business partner number	
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Cheque or credit card at any of Council's branch offices. For branch office locations and operating hours, please refer to Council's website.

Please be advised that payment by credit card will incur a surcharge.

Cheque or money order may be posted to Council's post office box address as above. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted.

Details of the request*

Condition number/s	Condition 2- approved drawings
Description of requested change to condition	Revised engineering drawings

Justification for change

(Please provide reasoning and/or attach planning report)

The applicant proposes to amend the civil engineering design drawings to reflect the as-constructed ground conditions and to allow completion of the approved change to ground level works, enabling practical completion and commencement of the maintenance period. The earthworks required for this area will be completed using surplus material generated during the future development of Lot 302.

The revised plans include the necessary amendments to the finished surface levels (FSLs). These changes are required to ensure the earthworks are carried out in accordance with the existing site conditions and to support the future As-construction submission for the development.

Details of the request

Please provide any relevant history of the application

(Please provide reasoning)

Resource owners agreement

If the existing approval was lodged now would the application involve taking/interfering with State-owned resources?

☐

Yes

☒

No

If yes written agreement of Chief Executive must be attached

Referral agencies

Were there one or more referral agencies involved in the original approval?

☐

Yes

☒

No

If Yes

Referral Agencies

(Use a separate row for each agency)

Has the applicant sent a copy of the request to the referral agency?

☐

Yes

☐

No

Yes – please attach evidence of referral

Details of pre-request response notice

Has a pre-request response notice been issued from a referral agency in relation to this application in accordance with the *Planning Act 2016*

☐

Yes

☒

No

If Yes

Details of pre-request response notice

Date of Notice

Development Infrastructure

Is there any development infrastructure (refer to Chapter 4 of the *Planning Act 2016*) proposed?

☐

Yes

☒

No

Is the subject site inside the **Priority Infrastructure Area** refer to Council's Local Government Infrastructure Plan (LGIP) cityofgoldcoast.com.au/lqip

☐

Yes

☒

No

Is the proposed trunk infrastructure identified as trunk infrastructure in the LGIP (under the *Planning Act 2016*)?

☐

Yes

☒

No

If the proposed infrastructure is in the LGIP please identify the development infrastructure type and relevant LGIP infrastructure map:

Is the new and/or upgraded development infrastructure not identified within the LGIP but proposed as trunk infrastructure?

☐

Yes

☒

No

Identify which type/s of new and/or upgraded trunk infrastructure is proposed:

☐

Water

☐

Sewerage

☐

Transport

☐

Stormwater

☐

Recreation/Park Facilities

Provide a description of the proposed trunk infrastructure (and provide any available plans):

Is there an existing Infrastructure Agreement/or similar agreement related to the land subject to this application?

☐

Yes

☒

No

If yes, provide comments:

Specialist Reports

Where relevant to the provision of new or the upgrading of trunk or proposed trunk infrastructure, this request must ensure the following is clearly identified;

The type of infrastructure proposed (that is necessary trunk, additional trunk, and/or non-trunk proposed to become trunk infrastructure) and whether it is included in *Gold Coast City Council's Local Government Infrastructure Plan*

☐

Yes

☒

No

An estimate of the establishment costs to deliver the infrastructure calculated in accordance with Statutory Guideline 03/14 *Local Government Infrastructure Plan* and *Gold Coast City Council's Local Government Infrastructure Plan*

☐

Yes

☒

No

Applicant's consultancy business names**(Please complete each field or type N/A)*

Applicant (including company directors)	FPI Queensland Pty Ltd
Planning consultant	Gassman Development Perspectives
Architect	N/A
Traffic engineer	N/A
Acoustic consultant	N/A
Waste management consultant	N/A
Engineering / Hydraulic engineer	Gassman Development Perspectives
Landscape architect	N/A
Surveyor	N/A
Wind engineer	N/A
Economic consultant	N/A
Community engagement consultant	N/A
Other:	N/A

This information is being collected to assist Councillors and Council officers manage conflicts of interest related to the application in accordance with the requirements of the *Local Government Act 2009*.

Supporting documents

Submission of all documentation is required before we can commence the assessment of this application.

What attachments and supporting documents accompany this application?

Description of the attachment or information

(e.g. notice to referral agencies, owners consent declaration, specialist reports, any other documents to support the request)

Attachment 1: Planning Act 2016 Form 5 Change Application
 Attachment 2: Council Change Application Form
 Attachment 3: Decision Notice OPW/2023/1136
 Attachment 4: Amended Civil Works Plans and Transmittal.

Declaration*

I acknowledge that under Section 8.5 of the *Local Government (Planning & Environment) Act 1990* (the Act), a person who furnishes a document that is false or misleading in a material particular, whether by way of a statement in or omission from the document commits an offence against the Act.

Authority is granted for Council to reproduce and/or copy any documents and plans.

I understand and acknowledge that:

- by making this application, I the applicant, declare that the owner has given written consent to the making of this application/s.
- the information provided in this application is true and complete to the best of my knowledge
- Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false
- I approve of the information that has been provided in this application
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*

Signature		Date	12/05/2026
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