

Stephen and Kim Wilson
79 Courtney Drive,
Upper Coomera,
Qld 4209

August 22, 2008

Gold Coast City Council
PO Box 5042
Gold Coast MC
Queensland 9729

Dear Sir or Madam:



Please find attached;

**Application for Private Tree Works, and
Site Plan for Tree Works.**

These forms relate to our home at the above address where we wish to remove two trees. One tree is completely dead and the other is mostly dead with only a few live branches.

Both these trees drop dead branches and recently I was nearly injured by a falling branch from one the trees. Consequently, I would like to remove both trees.

Our (2.2ha) property has many trees and we have been allowing new trees to grow naturally in the front paddocks and the removal of the trees in question will not, I believe diminish in any way the environment on our property.

Could you please grant permission for me too remove theses two dead and dying trees.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen and Kim Wilson".

Stephen and Kim Wilson

PN 137697/03/DA1

JA 2801865

OPW 2801464



Site plan for tree works

Please provide site plan, drawn to scale, with sufficient detail to locate the subject tree(s), including the following information:

Site plan checklist	Applicant	Assessment Officer
Street frontage and property boundaries	☒	☐
North point	☒	☐
Location of all trees proposed for removal, pruning, transplanting or relocation	☒	☐
The position of existing or proposed buildings, structures, roadworks/earthworks and drainage works, where applicable	☐ NA	☐
Proposed limits of clearing and construction works	☐ NA	☐
Copy of approved management plans, where applicable	☐ NA	☐
Copy of approved building envelope plan, where applicable	☐ NA	☐
Correct application fee as prescribed by current council budget. Fee paid \$	☐ NA	☐
Label tree/s numerically (indicate North)	☒ NA	☐

If there is not enough space for your site plan provided, please provide a larger site plan and attached it to your application.

Note:
Tree 1 is dead
Tree 2 is 75% dead
Both trees are a hazard due to falling branches and I would like to chop both trees down.

Subject trees marked with tape or pink marker point.

Note: to assist in identification, please mark tree/s/vegetation onsite.

Access Difficult access may result in substantial delays in processing	Is access to the property/tree a problem?	Yes ☐ No ☒
	If yes, please explain how	
	TREES ARE VISIBLE FROM FRONTAGE or you can readily enter front paddock for inspection	

Acknowledgment

- ☐ I acknowledge that the omission of any items in part a may result in the refusal of Council to accept the lodgement of this application in accordance with the provisions of the Integrated Planning Act 1997.
- ☐ I acknowledge that I have attached a proposal report and supporting documentation addressing all applicable items in Part B to my application. I am aware that if Council deem the application incomplete, the application may not be accepted until the correct fee is received, being an additional 50% on top of the standard application fee payable at the time of lodgement.

Owner/applicant/representative signature: Stella

Date: 22/8/08

Application for private tree works

Trees and vegetation are considered an important environmental resource and also contribute significantly to the amenity of our City. Many trees also have valuable social or historical value. Before you consider removing a tree altogether please consider the alternatives available to you such as:

- installing gutter guards to prevent leaves clogging up your gutters
- cutting fruits from trees, in particular cocos palms, to prevent fruit bats inhabiting your trees
- spotlighting Ibis' to prevent them inhabiting your trees

For more information on these methods, please visit our website at www.goldcoastcity.com.au.

Property type Private tree works	1. Are the tree works you wish to apply for on private land?	Yes ☒ No ☐ If you answered yes to this question, proceed to Q2. If you answered No to this question proceed to Q9.
You can check your domain on PD online.	2. Do you live in a Park Living or Emerging Communities Domain and/or on land greater than 8000m ² ?	Yes ☒ No ☐ If you answered yes to this question proceed to Q11. If you answered no to this question proceed to Q3.
	3. Is the tree(s) you are inquiring about on your property or on a neighbouring property?	Your property ☐ Neighbouring property ☐ If it is on your property, proceed to Q4. If it is on a neighbouring property Q13.
	4. Do you wish to erect a boundary fence, but there is a tree on your property within 3 metres of the proposed property dividing boundary line?	Yes ☐ No ☐ If you answered yes to this question you may remove the tree provided that you erect the fence within 21 days of the tree being removed. You do not need to make an application to Council. You do not need to proceed any further. If you answered no to this question, proceed to Q5.
(Town houses, units and duplexes)	5. Do you live in a complex (Building Unit Complex, Group Title Plan or attached dwelling?)	Yes ☐ No ☐ If you answered yes to this question, proceed to Q6. If you answered no to this question, proceed to Q8.
	6. If you live in a complex, is the tree on common property?	Yes ☐ No ☐ If you answered yes to this question, an application must be submitted by the Body Corporate or its representative. This application carries no fee. Your body corporate will need to complete the following forms: ▪ Part A Common Details (refer to the notes on <i>Mandatory requirements for a 'Properly Made' application</i>) ▪ Part E Operational &/or Building work

		▪ Checklist for development applications ▪ IDAS Assessment Checklist ▪ Site Diagram You do not need to proceed any further. If you answered no, proceed to Q7.
Structure refers to any fixed structure that: ▪ requires a building approval or ▪ any retaining wall greater than 1.2 metres in height or property fences, stockyards, pool and pool safety fences.	7. If you live in a complex and the tree is on your property, is the tree within 3 metres of an existing building or structure?	Yes ☐ No ☐ If you answered yes to this question you do not need to make an application to Council. You do not need to proceed any further. If you answered no to this question you will need to complete the following forms: ▪ Part A Common Details (refer to the notes on <i>Mandatory requirements for a 'Properly Made' application</i>) ▪ Part E Operational &/or Building work ▪ Checklist for development applications ▪ IDAS Assessment Checklist ▪ Site Diagram This application carries no fee. You do not need to proceed any further. Once you have submitted these completed forms, Council will notify you of the decision in writing prior to works commencing on site.
A measurement of the tree must be taken even if the tree is dead.	8. Is the tree circumference (girth) greater than or equal to 40cm, 1.3 metres up from the average ground level?	Yes ☐ No ☐ If you answered yes to this question you will need to complete the following forms: ▪ Part A Common Details (refer to the notes on <i>Mandatory requirements for a 'Properly Made' application</i>) ▪ Part E Operational &/or Building work ▪ Checklist for development applications ▪ IDAS Assessment Checklist ▪ Site Diagram If you answered no to this question you do not need to make an application to Council. You do not need to proceed any further.
Public tree works	9. Are the tree works you wish to apply for on public land?	Yes ☐ No ☐ If you answered yes to this question you will need to complete and Application for Tree Works/Removal (Public Land). You do not need to proceed any further. If you answered no please proceed to Q1.
	10. Are you a Council contractor permitted by Council to prune or remove trees on public property?	Yes ☐ No ☐ If you answered yes to this question you will need to complete and Application for Tree Works/Removal (Public Land). You do not need to proceed any further. If you answered no you will need to contact Parks Services: South of the Nerang River – Phone: 5581 7814 North of the Nerang River – Phone: 5581 7967
Rural tree works	11. Do you live on land greater than 8000m² in area and the tree(s) under 40cm in circumference and less than 4 metres in	Yes ☐ No ☒ If you answered yes to this question you

	height?	are permitted to carry out the tree works without making an application to Council. You do not need to proceed any further If you answered no to this question, proceed to Q12.
Structure refers to any fixed structure that: - requires a building approval or - any retaining wall greater than 1.2 metres in height or - property fences, stockyards, pool and pool safety fences.	12. Is the tree(s) less than 10 metres from the foundations of an existing building or structure?	Yes ☐ No ☒ If you answered yes to this question you are permitted to carry out the tree works without making an application to Council. If you answered no to this question you will need to complete the following forms: - Part A Common Details (refer to the notes on <i>Mandatory requirements for a 'Properly Made' application</i>) - Part E Operational &/or Building work - Checklist for development applications - IDAS Assessment Checklist - Site Diagram You do not need to proceed any further
Neighbouring property	13. Is the tree on the neighbour's property overhanging on to your property?	Yes ☐ No ☒ If you answered yes to this question you are entitled to lop branches overhanging onto your property at the boundary line, provided you do not trespass on your neighbour's property. You do not need to make an application to Council to do this. You do not need to proceed any further. If you answered no to this question, proceed to Q14.
	14. Do you wish to erect a boundary fence, but there is a tree on the neighbouring property within 3 metres of the proposed property dividing boundary line?	Yes ☐ No ☒ If you answered yes to this question you must liaise with the owner of the neighbouring property to get their approval to remove the tree. The fence must be erected within 21 days of the tree being removed. You do not need to make an application to Council. You do not need to proceed any further. If you answered no to this question, proceed to Q15.
	15. Is there a tree(s) on your neighbour's property that is causing a nuisance and requires works?	Yes ☐ No ☒ If you answered yes to this question, first try to liaise with your neighbour to reach an amicable agreement. If this is not possible, seek professional arbourist or legal advice. This is not a Council matter. refer to one of the following agencies: Legal Aid Office (QLD) 1300 651 188 Citizens Advice Bureau 5532 9611 Dispute Resolution Centre 1800 0147 288

General information

- If branches from a tree on your property are close or in contact with power lines, contact Energex and they will remove any intruding limbs.
- If you need someone to cut, trim or thin your trees check the yellow pages under tree felling, stump removal or tree surgery.

Mandatory requirements for a 'Properly Made' application	Please ☒	Applicant	Receiving officer
1. The property owner(s) provide written consent to the making of the application		☒	☐

**Item 1: guide to correct
landowner's consent**

Refer to *IPA Guide 1 Making an IDAS development application* for full requirements. Listed below are other requirements.

Integrated Planning and Other Legislation Amendment Act 2003 states that the owner's consent is required for applications for:

- (a) a material change of use of premises or a reconfiguration of a lot; or
- (b) work on land below high-water mark and outside a canal as defined under the *Coastal Protection and Management Act 1995*; or
- (c) work on rail corridor land as defined under the *Transport Infrastructure Act 1994*.

Property ownership

The term "owner" in the context of the owner of the land the subject of the application, is defined in the Integrated Planning Act 1997 (IPA) to mean – "the person for the time being 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".

Owner's consent must be provided even if the applicant is also the property owner.

If there are multiple owners, the consent of each owner is required.

Property ownership for a company or corporation

If the owner of the land is a **company**, the consent of the company to the lodging of the application is required. Section 126 of the Corporation Act 2001 (the Corporations Act), states that a company's power to make, ratify or discharge a contract may be executed by an individual acting with the company's express or implied authority and on behalf of the company. This power may be exercised without using a common seal. The Corporations Act goes on to state that this provision does not effect the operation of a law that requires a particular procedure to be complied with in relation to the contract. Section 127 of the Corporations Act states –

- a company may execute a document without using a common seal if the document is signed by -
 - two (2) directors of the company or a director and a company secretary; or
 - for a proprietary company that has a sole director who is also the sole company secretary - that director;

OR

- a company with a company seal may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by –
 - two (2) directors of the company or a director and a company secretary; or
 - for a proprietary company that has a sole director who is also the sole company secretary - that director.
 - The ACN number of the corporation/company must be provided

Power of attorney

A Power of Attorney has the authority to consent on behalf of the owner. In this instance the following information is required:

- A certified copy of the Power of Attorney; and
- The relevant signature; and
- Dealing numbers.

Body Corporate

Where the owner is identified as a Body Corporate, the following is required:

- Body Corporate Seal; and
- Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted); and
- Two (2) signatures, one of which must be the chairperson;
or
- Body Corporate Seal; and
- A letter of consent signed by the chairperson and secretary;
or
- Signed letter of consent from each Lot owner covered by the Body Corporate

Form 1 Development Application

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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/organisation name (if applicable)

Individual applicant/Contact person (If there is more than one applicant, provide additional applicant details on an attachment to this form)

Title		First name	STEPHEN + KIM	Last name	WILSON
Postal address	79 COURTNEY DRIVE UPPER COOMERA 4209.				
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 (tick 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); OR
- (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 (e.g. Logan, Cairns)
Unit No.	Street No.	Street Name and official suburb/locality name	Post Code	Lot No.	Plan type and Plan Number	
1		79 COURTNEY DR UPPER COOMERA	4209	188	RP173	728

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 (Note: place each set of coordinates in a separate row)				Zone Reference	Datum	Local government area (if applicable)
	Easting	Northing	Latitude	Longitude			
1						☐ DGDA94 ☐ WGS84 ☐ 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	
	☐ m ² ☐ hectares (Tick 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.)

1	
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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)

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7. Does the proposal include new buildings 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.

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 (e.g. Part C of Form 1, owner's consent, evidence of resource allocation/entitlement, plans, drawings, reports)	Title (if applicable) (e.g. General Authority, James Street Traffic Report)	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: (Tick 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 1991*, 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

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

Fee (\$)	Date received	Receiving officer's name	Reference numbers

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 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
1						

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**General advice**

- Part A of IDAS Development Application Form 1 must be completed and accompany all development applications. The applicant is responsible for answering all 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.
- The IDAS Assessment Checklist must also be completed for all development applications, other than those requiring assessment against the *Building Act 1975* only, i.e. those applications requiring the completion of Parts A and B only.

Applicant details

- 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.

Details of the premises

- 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.
- Details of the land are not required if the application involves a mobile and temporary Environmentally Relevant Activity only. Instead complete Table A.
- The premises may be identified in a number of ways –
 - Street address and lot on plan are most common and will apply to most applications.
 - 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.
- The definition of 'water body' and 'watercourse' can vary from Act to Act.
- StrategicPortLand is within a local government area but a local government's planning scheme does not apply on StrategicPortLand. StrategicPortLand is declared under the *Transport Infrastructure Act 1994*. For further information go to [IDAS Guide 11](#) (Development on strategic port land) and the Queensland Transport (Ports) website.
- 'Tidal water' is defined in the *Coastal Protection and Management Act 1995* (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' (defined by the *Coastal Act in relation to high water mark at spring tides*) 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 *Local Government Act 1993*. 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).

Resource entitlement

- 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 *Integrated Planning Regulation 1998* (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 [Integrated Planning Regulation](#). Section 3.2.1(10)(a)(ii) states an application **cannot** be taken to be properly made without the required evidence.
- For applications involving the **taking or interfering with water under the Water Act**, 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.
- For **State-controlled roads**, a resource entitlement is not required for an activity that is exempt ancillary works or encroachment (identified by gazette notice under the *Transport Infrastructure Act 1994*, section 50), or if the activity requires referral to the Department of Main Roads.
- 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.

Owner's consent

- 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 *Coastal Protection and Management Act 1995*; or work on rail corridor land defined under the *Transport Infrastructure Act 1994*.
- 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.
- '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).
- Templates are available from the [IPA website](#) 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.
- 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.

Portable Long Service Leave (PLSL) Levy

- 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.
- The PLSL levy amount and other prescribed percentages and rates for calculating the levy are stated in the *Building and Construction Industry (Portable Long Service Leave) Regulation 2002*. Included in the amount collected by QLeave is the Workplace Health and Safety Fee and the Building and Construction Industry Training Levy.
- The *Building and Construction Industry (Portable Long Service Leave) Act 1991* (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.
- 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.
- 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 www.qleave.qld.gov.au. For further information contact QLeave (Tel: 1800 803 481 Web: www.qleave.qld.gov.au)

Form 1 Development Application

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Part E**Building &/or operational works assessable
against a planning scheme****Nature of the works****1. Nature of work that requires assessment against a planning scheme:**☐ Building work - Complete Table A☒ Operational work - Complete Table B**Table B****(i) What is the nature of the operational work?**☐ Roadworks☐ Stormwater☐ Water infrastructure☐ Sewerage infrastructure☐ Landscaping☐ Earthworks☐ Drainage Works☐ Signage☐ Clearing vegetation under the planning scheme☒ Other - Specify below

Tree Works

(ii) What type of approval is being sought? (NOTE: If you have indicated multiple operational works in question (i) above and your answers to this question would be different for different operational work, it may be more appropriate to provide these details in an attachment to this form)☒ Development Permit☐ Preliminary approval☐ Both (Specify below)**(iii) Is the operational work necessary to facilitate the creation of new lots (i.e. subdivision)?**☒ No☐ Yes - Specify the number of lots being created**(iv) Are there any current approvals associated with this application? (e.g. Development Permit or Preliminary Approval for MCU or reconfiguring a lot)**☐ No☐ Yes - Complete Table B(a)**2. What is the dollar value of this operational work? (i.e. the total value including GST, materials and labour)**

\$

Mandatory Information**3. Confirm that the following mandatory information accompanies this application**

	Confirmation of lodgement	Method of lodgement
Plans, and specifications if applicable, showing the nature and location of the proposed works (including the extent of any cut and fill)	☐ Confirmed	

OFFICE USE ONLY

Date Received

Reference Numbers

Advice for completing Part E**General advice**

- Part A must also be completed for all IDAS development applications.
- The applicant is responsible for answering all questions fully and correctly, unless following a response there is a statement to go directly to another question.

Q1 A development permit authorises development to occur, while a preliminary approval is a step in the approval process and does not authorise development to occur

Form 1 Development Application

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IDAS

Assessment Checklist

IDAS Development Application Form 1 is the approved form for all development applications under the *Integrated Planning Act 1997* (IPA). Form 1 is made up of various Parts.

Part A (Common details) of Form 1 must be completed for all applications. The relevance of other Parts of Form 1 depends on the nature of the application.

Form 1 also includes this IDAS Assessment Checklist, which is used to assist in determining State assessment and referral requirements, and the Parts of Form 1 relevant to the application.

Section 1 and all other relevant sections of the IDAS Assessment Checklist, as identified in the Table below, must be completed for all development applications except those proposed on land in an urban development area, or for building work requiring assessment against the *Building Act 1975* only.

For more information about development applications on land in an urban development area, refer to www.ulda.qld.gov.au.

For more advice about building applications refer to Part B of the IDAS Application Form.

Answering the following questions will assist you in determining which sections of the checklist must be completed for your application. If unsure, phone or visit your local government or log onto the DIP website www.dip.qld.gov.au for help.

For all IDAS development applications (except those for building work requiring assessment against the *Building Act 1975* only) - complete Section 1 of this checklist

Does the application seek approval to materially change use of the premises? <i>If yes - complete Section 2 of this checklist</i>	☐ Yes	☒ No
Does the application seek approval to reconfigure a lot? <i>If yes - complete Section 3 of this checklist and Part F of IDAS Application Form 1. Assessment is by the local government.</i>	☐ Yes	☒ No
Does the application seek approval to carry out operational work? <i>If yes - complete Section 4 of this checklist</i>	☒ Yes	☐ No
Does the application seek approval to carry out building work requiring assessment against the <i>Fisheries Act 1994</i> ? <i>If yes - complete Section 5 of this checklist</i>	☐ Yes	☒ No
Have you received a referral agency response under section 3.3.2. of the IPA, in relation to this development application? <i>If yes - complete Section 6 of this checklist.</i>	☐ Yes	☒ No
Does the application seek approval to carry out building work requiring assessment against a local government planning scheme? <i>If yes - complete Part E of IDAS Application Form 1. Assessment is by the local government.</i>	☐ Yes	☒ No
Does the application seek approval to carry out building work requiring assessment against the <i>Building Act 1975</i> ? <i>If yes - go to Appendix 1 of this checklist for advice on building referrals. Complete Part B of IDAS Application Form 1. Assessment is by a building certifier</i>	☐ Yes	☒ No

SECTION 1

Section 1 must be completed for all applications that require completion of the IDAS Assessment Checklist

HERITAGE

1.1A Is any part of the proposal intended to be carried out on a Queensland Heritage place under the *Queensland Heritage Act 1992*?

☒ No - Go to 1.1B ☐ Yes

IPA, schedule 8, part 1, table 5, item 2; IP Regulation, schedule 2, table 1, item 11, table 2, item 18; IPA, section 1.3.5 (Definitions for terms used in development).

- 1.1B Does the proposal involve development, other than development mentioned in the *Integrated Planning Act 1997* Schedule 9 (development that is exempt from assessment against a planning scheme), that is intended to be carried out on a place entered in a Local Heritage Register under Part 11 of the *Queensland Heritage Act 1992*?

☒ No - Go to Q1.2 ☐ Yes - (Complete Form 1, Part C₂) This application requires assessment by the relevant local government against the IDAS Code in the *Queensland Heritage Regulation 2003*. If the development involves building work and the local government is not the Assessment Manager for the application, the local government has jurisdiction as Concurrence Agency.

IPA, schedule 8, part 1, table 5, item 2A, schedule 9, tables 1, 2, 3, 4 & 5; IP Regulation, schedule 2, table 1, item 11A, IPA, section 1.3.5 (Definitions for terms used in development); Queensland Heritage Regulation 2003, schedule 2 (IDAS Code).

REMOVING QUARRY MATERIAL; WILD RIVER AREA

- 1.2 Does the proposal involve removing quarry material from a watercourse or lake as defined under the *Water Act 2000*?

☒ No - Go to Q1.3 ☐ Yes

IPA, schedule 8, part 1, table 5, item 1; IP Regulation, schedule 2, table 2, item 11; IP Regulation, schedule 1, table 5, item 2 (wild river area); Water Act 2000, section 966C; Wild Rivers Act 2005, section 43A

ENVIRONMENTALLY RELEVANT ACTIVITY; WILD RIVER AREA

- 1.3 Does the proposal involve an environmentally relevant activity (ERA), other than a mining activity or a petroleum activity?

☒ No - Go to Q1.4 ☐ Yes

IPA, schedule 8, part 1, table 2, item 1; IPA, schedule 8, part 1, table 5, items 3 and 4; IP Regulation, schedule 2, table 2, items 1 and 23; Environmental Protection Act 1994, section 73AA (wild river area); Wild Rivers Act 2005, section 43A; relevant wild river declaration: Wild Rivers Code.

WITHIN THE LIMITS OF A PORT

- 1.4 Is any part of the premises within the limits of a port under the *Transport Infrastructure Act 1994*?

☒ No - Go to Q1.5

☐ Yes

IP Regulation, schedule 2, table 2, items 15 and 16

DECLARED FISH HABITAT AREA

- 1.5 Does any part of the premises adjoin a declared fish habitat area under the *Fisheries Act 1994*?

☒ No - Go to Q1.6

☐ Yes - If answers to questions in other sections of this checklist indicate that the proposed development is assessable under IPA, schedule 8, this application requires assessment by the Department of Primary Industries and Fisheries (DPI&F). If DPI&F is not the Assessment Manager for the application, the agency has jurisdiction as Advice Agency.

IP Regulation, schedule 2, table 2, item 25

COMMUNITY INFRASTRUCTURE

- 1.6 Is any part of the premises designated for community infrastructure?

☒ No - Go to Q1.7

☐ Yes

IP Regulation, schedule 2, table 3, item 7

WASTE WATER MANAGEMENT

- 1.7 Does the proposal involve the establishment or expansion of a waste water disposal system?

☒ No - End of Section 1 ☐ Yes

IP Regulation, schedule 2, table 3, item 5

SECTION 4 - Section 4 must be completed when the application seeks approval to carry out operational work.

PLANNING SCHEME

- 4.1 Is any of the proposed operational work assessable under a planning scheme?

☐ No - Go to Q4.2

☒ Yes - (Complete Form 1, Part E) Answer Qs 4.1.1 - 4.1.7 below.

STATE-CONTROLLED ROAD

4.1.1 Is any part of the premises located in part of a future State-controlled road, or within 100m of a State-controlled road?

- ☒ No
☐ Yes

If no, is the proposed operational work for filling or excavating listed in *Integrated Planning Regulation 1998*, schedule 5 and does it exceed the threshold?

- ☒ No - Go to Q4.1.2
☐ Yes - This application must be referred to the Department of Main Roads (DMR) as Concurrence Agency.

IP Regulation, schedule 2, table 3, item 3; IP Regulation, schedule 2, table 3, item 1(b)

ACID SULFATE SOILS

4.1.2 Is any of the operational work proposed in a local government area listed^{4.1} in *State Planning Policy 2/02: Planning and Managing Development Involving Acid Sulfate Soils*

- ☒ No - Go to Q4.1.3 ☐ Yes

4.1 ^{4.1} Aurukun, Bowen, Brisbane, Broadsound, Bundaberg, Burdekin, Burke, Burnett, Caboolture, Cairns, Calliope, Caloundra, Cardwell, Carpentaria, Cook, Cooloolo, Douglas, Fitzroy, Gladstone, Gold Coast, Hervey Bay, Hinchinbrook, Isis, Johnstone, Livingstone, Logan, Mackay, Maroochy, Maryborough, Mirium Vale, Mornington, Noosa, Pine Rivers, Redcliffe, Redland, Rockhampton, Sarina, Thuringowa, Tiaro, Torres, Townsville, Whitsunday

IP Regulation, schedule 2, table 3, item 4; State Planning Policy 2/02: Planning and Managing Development Involving Acid Sulfate Soils, section 3.6

EASEMENTS AND SUBSTATIONS

4.1.3 Is any of the proposed operational work for filling or excavation?

- ☒ No - Go to Q4.1.4
☐ Yes

IP Regulation, schedule 2, table 3 item 10(a); IP Regulation, schedule 2, table 3, item 10(b)

4.1.4 Is any part of the premises subject to an easement in favour of the holder of Pipeline Licence Number 1 issued under the *Petroleum Act 1923* for the construction or operation of the Moonie to Brisbane strategic pipeline under that Act?

- ☒ No - Go to Q4.1.5 ☐ Yes

IP Regulation, schedule 2, table 3, item 17

PUBLIC PASSENGER TRANSPORT

4.1.5 Is any of the proposed operational work listed in schedule 13C of the *Integrated Planning Regulation 1998* and does it exceed the specified threshold?

- ☒ No- Go to Q4.1.6 ☐ Yes - This application must be referred to QueenslandTransport (QT) as Concurrence Agency.

IP Regulation, schedule 2, table 3, item 14

RAILWAY SAFETY AND EFFICIENCY

4.1.6 Is any of the proposed operational work listed in schedule 13D of the *Integrated Planning Regulation 1998* and does it exceed the specified threshold?

- ☒ No- Go to Q4.1.7 ☐ Yes - This application must be referred to QueenslandTransport (QT) as Concurrence Agency.

IP Regulation, schedule 2, table 3, item 15

KOALA CONSERVATION

4.1.7 Is any part of the premises in a koala conservation area or koala sustainability area?

- ☒ No - Go to Q4.2 ☐ Yes

IP Regulation, schedule 2, table 3, item 19

WILD RIVER AREA - Although legislation provides for assessment of operational works for residential, commercial and industrial development for the purposes of the *Wild Rivers Act 2005*, currently no declarations for any of the wild river areas apply the Wild Rivers code to that type of development.

ASSOCIATED WITH RECONFIGURING A LOT; RESIDENTIAL, COMMERCIAL OR INDUSTRIAL DEVELOPMENT IN A WILD RIVER AREA

4.2 Is any of the proposed operational work associated with reconfiguring a lot and the reconfiguration is also assessable?

☒ No - Go to Q4.3 ☐ Yes

IPA, schedule 3, part 1, table 4, item 2; IP Regulation, schedule 1, part 2, table 5, item 1(c)

Wild Rivers code (Note: the code does not currently contain applicable provisions for residential, industrial or commercial development inside a designated urban area)

VEGETATION CLEARING; KOALA CONSERVATION; WILD RIVER AREA

4.3 Is any of the proposed operational work for the clearing of native vegetation to which the *Vegetation Management Act 1999* applies?

☒ No - Go to Q4.4 ☐ Yes

IPA, schedule 8, part 1, table 4, items 1A-1G; IP Regulation, schedule 2, table 2, item 5 (vegetation clearing); IP Regulation, schedule 2, table 2, item 34 (koala conservation); IP Regulation, schedule 1, part 3, table 4, item (vegetation clearing/wild river area); *Vegetation Management Act 1999*, section 22A (vegetation clearing/wild river area); *Wild Rivers Act 2005*, sections 31F and 43A

TAKING OR INTERFERING WITH WATER; WILD RIVER AREA

4.4 Is any of the proposed operational work for any thing constructed or installed that allows, under the *Water Act 2000*, for taking or interfering with water from a watercourse, lake or spring (other than using a water truck to pump water, and other than under the *Water Act 2000*, section 20(2), (3) or (5)), or from a dam constructed on a watercourse or lake?

☒ No - Go to Q4.5 ☐ Yes - Answer (a) and (b) below

IPA, schedule 8, part 1, table 4, items 3(a); IP Regulation, schedule 2, table 2, item 8; IP Regulation, schedule 1, part 3, table 4, items 3 and 3A; *Water Act 2000*, section 966A (wild river area); *Wild Rivers Act 2005*, section 43A; relevant wild river declaration; *Wild Rivers Code*

4.5 Is any of the proposed operational work for any thing constructed or installed that allows, under the *Water Act 2000*, for taking or interfering with artesian water (other than using a water truck to pump water)?

☒ No - Go to Q4.6 ☐ Yes - (Complete Form 1, Part K₁) This application requires assessment by the Department of Natural Resources and Water (NRW). If NRW is not the Assessment Manager for the application, the agency has jurisdiction as Concurrence Agency.

IPA, schedule 8, part 1, table 4, item 3(b); IP Regulation, schedule 2, table 2, item 8; IP Regulation, schedule 1, part 3, table 4, item 3
Wild Rivers code (Note: the code does not currently contain applicable provisions for taking or interfering with artesian water)

4.6 Is any of the proposed operational work for any thing constructed or installed that allows, under the *Water Act 2000*, for taking overland flow water (other than using a water truck to pump water)?

☒ No - Go to Q4.7 ☐ Yes - Answer (a) and (b) below

IPA, schedule 8, part 1, table 4, item 3(c)(i); IP Regulation, schedule 2, table 2, item 8; IP Regulation, schedule 1, part 3, table 4, item 3; *Water Act 2000*, section 966A (wild river area); *Wild Rivers Act 2005*, section 43A; relevant wild river declaration; *Wild Rivers Code*

4.7 Is any of the proposed operational work for any thing constructed or installed that allows, under the *Water Act 2000*, for taking or interfering with subartesian water (other than using a water truck to pump water)?

☒ No - Go to Q4.8 ☐ Yes

IPA, schedule 8, part 1, table 4, item 3(c)(ii); IP Regulation, schedule 2, table 2, item 8; IP Regulation, schedule 1, part 3, table 4, item 3
Water Act 2000, section 966A (wild river area) (Note: no current Wild River declaration identifies taking or interfering with subartesian water as assessable)
Wild River code (Note: the code does not currently contain applicable provisions for sub artesian water)

4.8 Does any of the proposed operational work for any thing constructed or installed that allows, under the *Water Act 2000*, for interfering with overland flow water (other than using a water truck to pump water)?

☒ No - Go to Q4.9 ☐ Yes - Answer both (a) and (b) below

IPA, schedule 8, part 1, table 4, items 3(c)(i) and 3(d); IP Regulation, schedule 2, table 2, item 9; IP Regulation, schedule 1, part 3, table 4, item 3A; *Water Act 2000*, section 966B (wild river area); relevant wild river declaration; *Wild Rivers Code*

4.9 Is the proposed operational work for the following?

- (i) For the construction of a referable dam as defined under the *Water Act 2000* ☒ No ☐ Yes
(ii) To increase the storage capacity of a referable dam by more than 10% ☒ No ☐ Yes

If yes to either or both (i) or (ii) above - (Complete Form 1, Part K₂) This application requires assessment by the Department of Natural Resources and Water (NRW). If NRW is not the Assessment Manager for the application, the agency has jurisdiction as Concurrence Agency.

IPA, schedule 3, part 1, table 4, item 4; IP Regulation, schedule 2, table 2, item 10

TIDAL WORK; WILD RIVER AREA

4.10 Is any of the proposed operational work tidal work, other than excluded work defined under the IPA?

☒ No - Go to Q4.11 ☐ Yes - Answer (a) and (b) below

IPA, schedule 8, part 1, table 4, item 5; IP Regulation, schedule 2, table 2, items 12, 14 and 17; IP Regulation, schedule 1, part 3, table 4, items 4A and 5
Coastal Protection and Management Act 1995, section 104A (wild river area)

COASTAL MANAGEMENT DISTRICT; WILD RIVER AREA

4.11 Is any of the operational work proposed to be carried out within a coastal management district?

☒ No - Go to Q4.12 ☐ Yes

IPA, schedule 8, part 1, table 4, item 5; IP Regulation, schedule 2, table 2, items 12 and 14; IP Regulation, schedule 1, part 3, table 4, items 4A and 5
Coastal Protection and Management Act 1995, section 104A (wild river area); Wild Rivers Act 2005, section 43A

WATERWAY BARRIER WORKS; WILD RIVER AREA

4.12 Is any of the proposed operational work for constructing or raising waterway barrier works under the Fisheries Act 1994?

☒ No - Go to Q4.13 ☐ Yes

IPA, schedule 8, part 1, table 4, item 6; IPA, schedule 8, part 2, table 4, item 2; Fisheries Regulation 1995 s113A (self-assessable codes); IP Regulation, schedule 2, table 2, item 28; IP Regulation, schedule 1, part 3, table 4, item 6; Fisheries Act 1994, section 76D (wild river area); Wild Rivers Act 2005, section 43A

DECLARED FISH HABITAT AREA; WILD RIVER AREA

4.13 Is any of the operational work proposed to be carried out completely or partly within a declared fish habitat area under the Fisheries Act 1994?

☒ No - Go to Q4.14

☐ Yes

IPA, schedule 8, part 1, table 4, item 7; IPA, schedule 8, part 2, table 4, item 3; Fisheries Regulation 1995 s113A (self-assessable codes); IP Regulation, schedule 2, table 2, item 25; IP Regulation, schedule 1, part 3, table 4, item 7; Wild Rivers Act 2005, sections 43A; Fisheries Act, section 76DC (wild river area).

REMOVAL, DESTRUCTION OR DAMAGE OF A MARINE PLANT; WILD RIVER AREA

4.14 Is any of the proposed operational work removing, destroying or damaging marine plants under the Fisheries Act 1994?

☒ No - Go to Q4.15 ☐ Yes

IPA, schedule 8, part 1, table 4, item 8; IPA, schedule 8, part 2, table 4, item 4; Fisheries Regulation 1995 s113A (self-assessable codes); IP Regulation, schedule 2, table 2, item 29; IP Regulation, schedule 1, part 3, table 4, item 8; Fisheries Act 1994, section 76DB (wild river area); Wild Rivers Act 2005, section 43A; relevant wild river declaration; Wild Rivers Code.

WILD RIVER AREA

4.15 Is any of the operational work proposed to be carried out in a wild river area declared under the Wild River Act 2005?

☒ No - Go to Q4.16 ☐ Yes

IPA, schedule 8, part 1, table 4, item 10; IP Regulation, schedule 2, table 2, item 37; Wild Rivers Act 2005, sections 42, 43A

STATE-CONTROLLED ROAD

4.16 Is any part of the premises located in part of a future State-controlled road, or within 100m of a State-controlled road?

☒ No - End of section 4 ☐ Yes

IP Regulation, schedule 2, table 2, item 3

Disclaimer:

While the Department of Infrastructure and Planning (DIP) believes that this information contained on this form and provided as part of this process will be of assistance to you, it is provided on the basis that you will not rely on the information without first making your own enquiries regarding the interpretation and application of the applicable legislation to your circumstances.

To the full extent permitted by law DIP expressly disclaims all liability (including but not limited to liability for negligence) for errors or omissions of any kind or for any loss (including direct and indirect losses), damage or other consequence which may arise from your reliance on this process and the information contained on this form.



Site plan for tree works

Please provide site plan, drawn to scale, with sufficient detail to locate the subject tree(s), including the following information:

Site plan checklist	Applicant	Assessment Officer
Street frontage and property boundaries	☐	☐
North point	☐	☐
Location of all trees proposed for removal, pruning, transplanting or relocation	☐	☐
The position of existing or proposed buildings, structures, roadworks/earthworks and drainage works, where applicable	☐	☐
Proposed limits of clearing and construction works	☐	☐
Copy of approved management plans, where applicable	☐	☐
Copy of approved building envelope plan, where applicable	☐	☐
Correct application fee as prescribed by current council budget. Fee paid \$	☐	☐
Label tree/s numerically (indicate North)	☐	☐

If there is not enough space for your site plan provided, please provide a larger site plan and attached it to your application.

Street frontage

Note: to assist in identification, please mark tree/s/vegetation onsite.

Access Difficult access may result in substantial delays in processing	Is access to the property/tree a problem?	Yes ☐ No ☐
	If yes, please explain how	

Acknowledgment

- ☐ I acknowledge that the omission of any items in part a may result in the refusal of Council to accept the lodgement of this application in accordance with the provisions of the Integrated Planning Act 1997.
- ☐ I acknowledge that I have attached a proposal report and supporting documentation addressing all applicable items in Part B to my application. I am aware that if Council deem the application incomplete, the application may not be accepted until the correct fee is received, being an additional 50% on top of the standard application fee payable at the time of lodgement.

Owner/applicant/representative signature: _____

Date: _____