

Form 1 Development Application
idas

# Part A

## Common details

**Identification of the premises the subject of the application**

1. Can any part of the premises be identified by a street address or lot on plan description?

No - *Answer Q1(a)*

1(a) Does the application only involve a mobile and temporary environmentally relevant activity (ERA)?

No – *Go to Q2*       Yes - *Complete Table A stating each local government area in which the mobile and temporary ERA is proposed to operate. Then go to Q9*

	Name of each local government
1.	

Yes – *Complete Table B and answer Q1(b) and Q1(c)*

**Table B**

	Unit number	Street number	Street name	Official suburb /locality name	Post code	Lot on plan description <i>(place each description in a separate row)</i>			Local government area
						Lot number	Plan type <i>(e.g. RP, SP)</i>	Plan number	
1.									

1(b) Can the address be further described by shop/tenancy number or storey/level?

No       Yes– *Complete Table C*

**Table C**

	Shop/tenancy number	Storey/level
1.		

1(c) Is any part of the premises strategic port land under the *Transport Infrastructure Act 1994*?

No       Yes - *Complete Table D*

**Table D**

	Lot on plan description	Port authority for the lot
1.		

2. Can the premises best be identified by coordinates *(e.g. for development proposed in waters or on a site within a large rural lot)?*

No       Yes – *Complete Table E*

**Table E**

	Coordinates <i>(place each set of coordinates in a separate row)</i>				Zone Reference and Datum	Local government area
	Easting	Northing	Latitude	Longitude		
1.					Zone Reference <input style="width: 100px;" type="text"/> <input type="checkbox"/> GDA94 <i>(preferred)</i> <input type="checkbox"/> WGS84 <input type="checkbox"/> Other – <i>Specify</i> <input style="width: 100px;" type="text"/>	

3. Are the premises within or adjacent to a water body or watercourse?

- No       Yes - *Complete Table F and answer Q3(a)*

**Table F**

	Name of water body or watercourse
1.	

3(a) Is any part of the development proposed in tidal waters (*i.e. below high water mark*)?

- No       Yes

If yes, is the land in either or both of the following –

- A tidal area for a local government       No       Yes – *Complete Table G, Column 1*
- A tidal area for strategic port land       No       Yes – *Complete Table G, Column 2*

**Table G**

	COLUMN 1	COLUMN 2
	Name of local government ( <i>if applicable</i> )	Name of port authority ( <i>if applicable</i> )
1.		

4. What is the total area of land that makes up the premises (*i.e. the area covered by the application*)?

Area of land above high water mark/outside watercourse	Area in a water body or watercourse
<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> hectares ( <i>Tick applicable unit</i> )	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> hectares ( <i>Tick applicable unit</i> )

**Existing use of the premises**

5. Are the premises currently used for any purpose?

- No       Yes - *Ensure details of any existing use of the premises are provided in plans and documentation submitted with this application, e.g. location and nature of existing uses, buildings, structures and services*

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

- No       Yes – *Complete Table H and ensure the location and dimensions of each easement are included in plans, submitted with the application*

**Table H**

	Purpose of each easement	Entity favoured by the easement
1.		

**Proposal details**

7. Are new uses proposed on the premises?

- No       Yes – *Complete Table I*

**Table I**

	Each proposed new use
1.	

8. Are new buildings or structures proposed to be erected on the premises?

- No       Yes – *Ensure the nature, location and dimensions of the proposed new buildings, structures or services are included in plans, submitted with the application*

**Applicant details**

9. Who is the applicant for the application?

Company or organisation name <i>(if applicable)</i>	
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**Applicant details (continued)**

Individual/ contact person details					
Title		First name		Last name	
Postal address					
Contact telephone number					
Mobile phone number					
Facsimile number					
e-mail address					

**Owner's consent and resource entitlement**

10. Does the application involve a State-owned resource prescribed by schedule 10 of the *Integrated Planning Regulation 1998* (IP Reg) or any other regulation?  
 No       Yes - *Complete a new Table J for each State-owned resource and submit, with the application evidence of resource allocation or entitlement*

**Table J**

1.	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.						

11. Does the application involve land other than State-owned land (*i.e. privately owned land*) and require owner's consent?  
 No       Yes - *Complete Table K and submit, with the application, written documentation of all owner's consent*

**Table K**

1.	Owner name/s	Street address or lot on plan description	Date written consent was obtained
1.			

**Mandatory attachments and supporting information**

12. What are the other parts of IDAS Application Form 1 submitted with this application, and the other mandatory attachments and supporting information accompanying this application, not identified in those other form parts?

1.	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 for building and construction work**

13. Is payment of a Portable Long Service Leave (PLSL) levy required for building and construction work before a development permit for the application can be given?  
 No - *Complete Q13(a)*

13(a) Indicate the reason PLSL is not applicable.

- 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*); or
- 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 received form must be sighted by the assessment manager before a development permit can be given.
  - Yes - complete Q 13(b)
- 13(b) Has the PLSL levy been paid?
- No – Complete and submit a *QLeave Notification and Payment Form*. The received form must be sighted by the assessment manager before a development permit can be given.
  - Yes – Complete Table L and submit, with the application, the “yellow” (Local Government’s (Council) / Private Certifier’s) copy of the received *QLeave Form*.

**Table L**

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

**OFFICE USE ONLY**

Date received		Reference numbers	
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**FOR COMPLETION BY ASSESSMENT MANAGER**

Is a QLeave Notification and Payment Form required for this application?

- No
- Yes – Complete Table M

**Table M**

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Description of the work	Amount paid (\$)	Date paid	QLeave Project Number	Date received form sighted by assessment manager	Name of officer who sighted the form
1.						

**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	Accreditation number	Name	BSA Certification number	Building classification

**Advice for completing Part A**

<b>General advice</b>	
<ul style="list-style-type: none"> <li>• Under IPA, section 3.2.1(7) mandatory requirements must be correctly completed for a development application to be a ‘properly made application’. The assessment manager may refuse to receive an application that is not properly made.</li> <li>• Completion of Part A of Form 1 is required for all development applications. Other mandatory requirements, applicable to certain types of applications, are stated in other Parts of Form 1.</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.</li> <li>• For further information about completing this form go to <a href="#">IDAS Guide 1 (Making and IDAS application)</a></li> </ul>	
Q1	<ul style="list-style-type: none"> <li>• The premises, the subject of the application, may be identified in a number of ways. Street address and lot on plan are most common. Lot on plan details can be obtained from title documents or through the local government.</li> <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>• A description of the land is not required if the application relates to a mobile and temporary Environmentally Relevant Activity (ERA) only. Instead complete Q1(a).</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> </ul>
Q2	<ul style="list-style-type: none"> <li>• Coordinates often 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. Sufficient coordinates need to be provided to identify the boundary of the premises the subject of the application.</li> <li>• Eastings and northings using GDA94 datum is preferred, but longitude and latitude and other (specified) datum may be provided.</li> </ul>

Q3	<ul style="list-style-type: none"> <li>• A single development application may involve land both within and outside waters.</li> <li>• A 'watercourse' is defined by the <i>Water Act 2000</i>, schedule 4 and generally means a river, creek or stream upstream of the point to which high spring tide ordinarily flows and reflows (unless a regulation has declared a limit for the watercourse). Generally, a watercourse is in the jurisdiction of the Department of Natural Resources and Water.</li> <li>• 'Tidal water' is defined in the <i>Coastal Protection 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' (defined by the Coastal Protection Act in relation to high water mark at spring tides) establishes the boundary of a tidal area.</li> <li>• 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 tidal area for a local government, and the planning scheme may be applied to that assessment (to the extent provided for in the code for prescribed tidal work).</li> </ul>
Q9	<ul style="list-style-type: none"> <li>• The applicant need not be the owner of the land. However, the applicant is responsible for ensuring the information provided on the Form 1 Application Form (including this Part and any other relevant Part) is correct.</li> <li>• If the applicant is a company or organisation, a contact person must be nominated.</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> </ul>
Q10	<ul style="list-style-type: none"> <li>• Section 3.2.1(5) of the IPA requires evidence of resource entitlement be given for applications involving 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></li> <li>• 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>• 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> <li>• In the case of 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.</li> <li>• In the case of <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> </ul>
Q11	<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 any of the following:             <ul style="list-style-type: none"> <li>(i) a material change of use;</li> <li>(ii) reconfiguration of a lot;</li> <li>(iii) 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</li> <li>(iv) work on rail corridor land defined under the <i>Transport Infrastructure Act 1994</i>.</li> </ul> </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>• Owner's consent is not required for a mobile and temporary ERA.</li> </ul>
Q12	<p>Only information not identified in other Parts of Form 1 needs to be listed in this section of Part A.</p>
Q13	<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 levy is collected on all building and construction work carried out in Queensland where the total cost of the work, whether direct or indirect, is \$80,000 or more inclusive of GST. This 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 industry for the purposes of the levy and includes, for example, 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 Act requires the portable long service leave levy (PLSL levy) be paid before the assessment manager may give a development permit for certain building or operational work. The assessment manager must sight an approved form issued by QLeave advising of the status of the payment of the levy.</li> <li>• 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></li> <li>• 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>

**Privacy Statement**

*The information collected on Form 1 will be used by the Department of Local Government, Planning, Sport and Recreation 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 Department of Local Government, Planning, Sport and Recreation database. The information collected will be retained as required by the Public Records Act 2002. For further information on your privacy, contact the Privacy Contact Officer for the Department of Local Government, Planning, Sport and Recreation at (07) 3237 1860.*