

## Change application form

### **Planning Act Form 5 (version 1.0 effective 3 July 2017) made under Section 282 of the Planning Act 2016.**

This form is to be used for a change an 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) <i>(individual or company full name)</i>	
Contact name <i>(only applicable for companies)</i>	
Postal address <i>(P.O. Box or street address)</i>	
Suburb	
State	
Postcode	
Country	
Email address <i>(non-mandatory)</i>	
Mobile number <i>(non-mandatory)</i>	
Applicant's reference number(s) <i>(if applicable)</i>	

### 2) Owner's consent - Is written consent of the owner required for this change application?

**Note:** section 79(1)(b)(iii) of the *Planning Act 2016* states the requirements in relation to owner's consent.

- Yes – the written consent of the owner(s) is attached to this change application
- No – proceed to 3) in Part 2

## PART 2 – RESPONSIBLE ENTITY DETAILS

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

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

## PART 3 – CHANGE DETAILS

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

Approval type	Reference number	Date issued	Assessment manager/approval entity
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			

**5) Type of change proposed**

5.1) Provide a brief description of the changes proposed to the development approval (e.g. changing a development approval for a 5 unit apartment building to provide for a 6 unit apartment building):

5.2) What type of change does this application propose?

- Minor change application – proceed to Part 4  
 Other change application – proceed to Part 5

**PART 4 – MINOR CHANGE APPLICATION REQUIREMENTS****6) Are there any affected entities for this change application**

- No – proceed to Part 6  
 Yes – list all affected entities below and proceed to Part 6

**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)
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	

**PART 5 – OTHER CHANGE APPLICATION REQUIREMENTS**

**Note:** to complete this part it will be necessary for you to complete parts of DA Form 1 and in some instances parts of DA Form 2, as mentioned below. These forms are available at [www.dilgp.qld.gov.au](http://www.dilgp.qld.gov.au).

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

- No  
 Yes – complete Part 2 (Location details) of DA Form 1 as it relates to the additional premises is completed and provided with this application.

**8) Development details**

8.1) Are there any new or changed development aspects included in this change application that are not part of the original development approval?

- No – proceed to 9)  
 Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 as these sections relate to the new or changed aspects of development are provided with this application.

8.2) Does the change application involve building work?

- No  
 Yes – the completed Part 5 (Building work details) of DA Form 2 as it relates to the change application is provided with this application.

**9) Referral details - Do any aspects of 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 Sections 1 and 2 of Part 5 (Referral details) of DA Form 1 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.

**10) 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](#).

**11) Further details**

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

**PART 6 – CHECKLIST AND APPLICANT DECLARATION****12) change application checklist**

I have identified the:

- responsible entity in 3); and
- for a minor change, any affected entities; and
- for an 'other' change all relevant referral requirement(s) in 9)

Yes

**Note:** See the [Planning Regulation 2017](#) for referral requirements

For an 'other' change application, the relevant sections of *DA Form 1 – Development 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 *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

**Note:** This includes any templates provided under 23.6) of DA Form 1 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](#).

Yes

Relevant plans of the development are attached to this development application

**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](#).

Yes

**24) 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 7 – FOR OFFICE USE ONLY

Date received:  Reference number(s):

QLeave notification and payment	
<i>Note: For completion by assessment manager if applicable</i>	
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	

The *Planning Act 2016*, the *Planning Regulation 2017* and the DA Rules are administered by the Department of Infrastructure, Local Government and Planning. This form and all other required change application materials should be sent to the responsible entity.