



OUR REF: J001767:MC/SM

DATE: 6th May 2026

Shire of Cook
Via email: mail@cook.qld.gov.au

Attention: Tasse Tasse
Council Reference: DA/4926

Dear Tasse

RE: CHANGE APPLICATION (MINOR CHANGE) – DA/4926 - DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE – SHORT TERM ACCOMODATION AND TOURIST PARK, AND OPERATIONAL WORKS, ON LAND AT WEST STREET, BLOOMFIELD, DESCRIBED AS LOT 1 A3024

As you are aware, Gilvear Planning Pty Ltd (Gilvear Planning) is assisting Trailfinders Pty Ltd (the Owner and Applicant) with Development Application DA/4926 for Material Change of Use – Short Term Accommodation and Tourist Park, and Operational Works, on land at West Street, Bloomfield, described as Lot 1 A3024.

On behalf of the Applicant, Gilvear Planning submits the following Change Application, relevant to the Material Change of Use aspect of the development pursuant to Section 78 of the *Planning Act 2016* (The Act) which seeks Approval to:

- a. Modify Units 1 – 6 in regard to building width, height and layout with the increase to the width of Units 1 and 4 subsequently impacting on setbacks to boundaries;
- b. Re-submit some of the approved plans to include a revised Site Plan, Elevations and Floor Plan provided at [Attachment 1](#) of this letter.

No substantive changes to the underlying Approval, proposed land uses or the site layout as originally approved are sought.

On review of the changes as proposed within this Application, Gilvear Planning submits that the Application is a Minor Change as per Section 81 of the Act.

At [Attachment 2](#) to this letter, please find the required DA Form 5 – Change Application.

Application Fee

We have calculated the required application fee to be \$1007.75 and request that council confirm this to be correct so that the client may pay directly to council as soon as possible.

ASSESSMENT TIMEFRAMES

As the appeal period has ended, it is noted that Council has twenty (20) business days from receipt of this submission to decide the application, as per Section 81A of the *Planning Act 2016*.

EXISTING DEVELOPMENT PERMIT

This application relates to a minor change to DA/4926 which is a Development Permit approved on 28th October 2025 for a Material Change of Use for Short Term Accommodation and Tourist Park. The application also included an Operational Works component which is not impacted by this Change application.

The approved development includes the creation of six residential unit buildings. Two of these buildings (units 1 and 2) are proposed to be utilised as Managers/Staff accommodation. The remaining four units (units 3-6) are proposed for short term accommodation. The buildings are of a villa style consistent with the character of permanent structures located on tourist parks utilised for short term accommodation. The proposed changes relate to all six units.

PROPOSED CHANGES

This Minor Change application outlines the proposed deviations from the approved plans in detail below.

The proposed changes being sought in respect to each residential unit (which includes both caretakers/staff accommodation and short-term accommodation uses) are as follows:

Unit 1

Unit 1, identified as being utilised for Manager/Staff accommodation has been amended to extend the width of the building and create a GFA of 86.5m², a minor increase to the 79m² GFA approved by DA/4926. Although a wider building is proposed, the amended version of Unit 1 follows the same floorplan layout as was originally approved for Unit 1. The proposed wider building subsequently results in reduced setbacks to West Street, with the southern end of this side setback being reduced from 9.24m to 8.165m and the northern end of the side setback being reduced from 12.50mm to 11.31m. This reduced setback is still greater than the minimum side setback requirement of 1.5m and does not conflict with any Code compliance or other statutory benchmarks.

Unit 4

Similarly, Unit 4 has also been amended to create a wider building with an increased GFA from 79m² as per originally approved to 86.5m². This wider building will subsequently reduce the side setback to the eastern site boundary, adjacent to unconstructed Norman Street, with a reduction from 3.780m to 2.644m at the closest point. This reduced setback is still greater than

the minimum side setback requirement of 1.5m and does not conflict with any Code compliance or other statutory benchmarks.

Units 2 and 3

A minor increase in the size of Unit 2 and 3 is proposed, resulting in an increase from the approved 79m² to 86.5m² GFA. As these units are located adjacent to Unit 1 and 4 respectively, instead of adjacent to boundaries, there is no impact on setbacks but the space between Units 1 and 2 and Units 3 and 4 will be reduced. The reduced building separation is still adequate to locate the car parking spaces in-between the units as per the original and approved plans.

Units 5 and 6

Similarly, the GFA of units 5 and 6 will be increased from 79m² to 86.5m². However, due to their location at the norther end of the site, and the proposed widening of the building to facilitate the increase, their current setback of 8.250m to the northern boundary is maintained.

Height

The maximum height of the short-term accommodation buildings has also been increased from 5.5m to 6.1m. This new height relates to the highest point of each residential buildings roof. The new maximum height is still well within maximum height limitations which is 8.5m as per the Environmental Management and Conservation Zone Code.

PLANS

Of the approved plans and documents, to facilitate the minor amendments to design, four will need to be superseded and replaced by two new plans as follows:

Approved Plan	Replacement Plan
Site Plan A-01 24063, Issue 4, dated 21/05/2025 by BAU Design	Site Plan and Elevations A-20 24063, Issue 7, dated 1 st April 2026
Elevations A-04 24063, Issue 3, dated 21/05/2025 by BAU Design	
Elevations A-05 24063, Issue 3, dated 21/05/2025 by BAU Design	
Floor Plans A-03 24063, Issue 3, dated 21/05/2025 by BAU Design	Floor Plans, Elevations and Sections A-21 24063, Issue 7, dated 1 st April 2026

The proposed replacement plans are provided at [Attachment 1](#).

DESCRIPTION OF CHANGES MADE TO DRAWINGS

Plans have been revised to reflect the above changes, providing detail of an increase height and width of all residential unit buildings. No changes to the use of the buildings is proposed and the location of the buildings within the site layout and the floorplan layout of each unit remains unaltered.

CHANGES TO CONDITIONS

Condition 8 will need to be amended or replaced to update the Schedule of Approved drawings as per the table above. It is not anticipated that these amendments will have any impact on, or require any further change to, the conditions imposed by Council.

PLANNING ACT 2016

Pursuant to Sections 78(1) and 78(2) of the *Act*, a mechanism to change a Development Permit exists via a Change Application process which must be directed to the responsible entity. In this case, Council is the Assessment Manager and therefore the responsible entity.

Pursuant to Section 79 of the *Act*, a Change Application must be:

- Made in Approved Form; and
- Accompanied by the required fee.

MINOR CHANGE DEFINITION

Minor change is defined in Schedule 2 of the *Act* as:

Minor Change means a change that –

(b) for a Development Approval –

- (i) Would not result in substantially different development; and
- (ii) If a development application for the development, including the change, were made when the change application is made would not cause –
 - (A) The inclusion of prohibited development in the application; or
 - (B) Referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or
 - (C) Referral to extra referral agencies, other than to the chief executive; or
 - (D) A referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral

agency must have assessed the application against, or have had regard to, when the application was made; or

- (E) *Public notification if public notification was not required for the development application.”*

It is also noted that the *Development Assessment Rules* provide guidance on an assessment of Substantially Different Development in the context of considering a Minor Change (Schedule 1). Relevantly within this Schedule, it is noted that:

- *An assessment manager or responsible entity may determine that the change is a minor change to a development application or development approval, where – amongst other criteria – a minor change is a change that would not result in ‘substantially different’ development.*
- *A change may be considered to result in a substantially different development if the proposed change:*
 - (a) *involves a new use; or*
 - (b) *results in the application applying to a new parcel of land; or*
 - (c) *dramatically changes the built form in terms of scale, bulk and appearance; or*
 - (d) *changes the ability of the proposed development to operate as intended; or*
 - (e) *removes a component that is integral to the operation of the development; or*
 - (f) *significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*
 - (g) *introduces new impacts or increase the severity of known impacts; or*
 - (h) *removes an incentive or offset component that would have balanced a negative impact of the development; or*
 - (i) *impacts on infrastructure provisions.”*

WILL THE CHANGE RESULT IN SUBSTANTIALLY DIFFERENT DEVELOPMENT?

The proposed change will not result in a substantially different development.

The Change Application seeks administrative updates to the existing Approval to allow for the process of development to continue.

The extent of the proposed development, including the general form and scale is unchanged.

Specifically, it is noted that the Change:

- Does not involve a new Land Use;
- Does not include a new Parcel of Land;
- Does not dramatically change the form of the original development;
- Does not change the ability of the subject site to operate as intended;
- Does not remove an integral part of the subject site operation;
- Does not impact on traffic flows or the transport network;
- Does not introduce new impacts or increase the severity of existing impacts;
- Does not remove an offset to a negative impact from development;
- Does not impact on Infrastructure.

WILL THE CHANGE RESULT IN PROHIBITED DEVELOPMENT OCCURRING?

The proposed change will not result in prohibited development occurring.

WILL THE CHANGE RESULT IN REFERRAL TO AN ADDITIONAL AGENCY?

The proposed change will not result in additional referral requirements.

WOULD THE CHANGE, IF IT WERE TO BE APPLIED FOR TODAY, RESULT IN DEVELOPMENT THAT IS AN INCREASED LEVEL OF ASSESSMENT?

The initial development proposal was subject to Impact Assessment. If the Application were re-made today, it would remain Impact Assessable and therefore, there is no change in the applicable Level of Assessment.

ASSESSMENT OF THE MINOR CHANGE

In assessing this change application, Section 81(2) of the *Planning Act 2016* requires Council to consider:

- (a) Information included with the submission;
- (b) Properly made submissions about the development application for the approval;
- (c) All matters Council would or may assess the Application against or have regard to, if the change application were a development application; and
- (d) Any other matter Council considers relevant.

INFORMATION INCLUDED WITHIN THE SUBMISSION

The information included within the submission is this correspondence and Attachments. [Attachment 1](#) – Proposal Plans and [Attachment 2](#) – Planning Act Form 5.

PROPERLY MADE SUBMISSIONS

13 properly made submissions were received during public notification of the original development application. The main issues raised via submissions were relating to the following matters:

1. Public Access To Wharf and Boat Ramp

11 of the 13 submissions received raised concern regarding the potential obstruction of the public access to the boat ramp and adjacent wharf due to the development. As identified by our response to submissions dated 11th September 2025, there is no formal right for public access to the adjacent wharf and boat ramp. However, the applicant has confirmed their commitment to maintain public access. The proposed minor change increases to the width and height of the accommodation units and will not impact on public access or this commitment. Units 5 and 6 maintain their 8.250m setback to the northern boundary which is adjacent to the existing dirt track which is to be utilised for public access.

2. Car Parking

5 of the 13 submissions raised concerns regarding insufficient car parking on the site. However, the original proposal achieved compliance with car parking requirements as demonstrated by our Code Compliance Table for the Parking and Access Code and specifically Acceptable Outcome 1.1 of that Code. The proposed variations to the approved plans will not increase the number of bedrooms provided and as such will not impact on applicable car parking requirements.

3. Flood Hazard

6 of the 13 submissions received raised concerns regarding the site being identified as partially affected by flood hazard. However, the approved development including access road is located largely outside of the parts of the site impacted by flood hazard. The proposed amendments requested via this Change Application does not impact on the siting or floor levels of any buildings and as such it is considered will have no further impact in this regard.

4. Cultural and Heritage Values

1 submission received raised concern regarding the site being considered historically as culturally valuable. The applicant confirmed at the time of assessment of the original development application that all statutory obligations in regard to cultural heritage would be undertaken. In addition, the siting of the building's has been limited to previously disturbed areas of the site. As the proposed changes to the residential buildings will not impact on their siting within those previously disturbed areas it is not considered necessary for further assessment in this regard.

5. Economy

Some of the submissions spoke both in concern and favourably about the developments impact on the local economy. As the proposed changes are minor and relate to minor building design variations only it is not considered they impact on council's previous assessment in this regard.

None of the submissions raised concerns regarding building mass or the maximum height of the proposed buildings which are the aspects of the development this Change Application relates to.

MATTERS COUNCIL WOULD OR MAY ASSESS AGAINST WERE THE CHANGE A NEW DEVELOPMENT APPLICATION

Pursuant to section 81(3) of the *Planning Act 2016*, Council:

- (a) **must** assess against, or have regard to, the matters that applied when the development application was made; and
- (b) **may** assess against, or have regard to, the matters that apply when this change application is made.

The original application was assessed against the requirements in the Cook Shire Planning Scheme 2017, version 2. It is submitted that, if the proposed changes were assessed under scheme, the assessment matters are unlikely to change.

Changes proposed as part of this submission do not alter assessment against matters as identified initially or requiring assessment if the Application were to be remade today. In particular, the changes proposed:

1. Do not give rise to new conflicts with the relevant provisions in the Scheme; and
2. Do not change overall compliance with relevant provisions in the Scheme.

CONCLUSION

As demonstrated in the preceding assessment:

- The proposed changes are minor in nature.
- The changes will not result in substantially different development, nor do they detrimentally impact issues considered in the original application assessment.

It is submitted that the changes to the Development Permit as proposed are Minor and may be decided on this basis by Council in accordance with the *Planning Act 2016*.

We look forward to receiving notification of Council's decision on this application as soon as possible.

Should any additional information be required, please do not hesitate to contact the undersigned.

Kind regards,



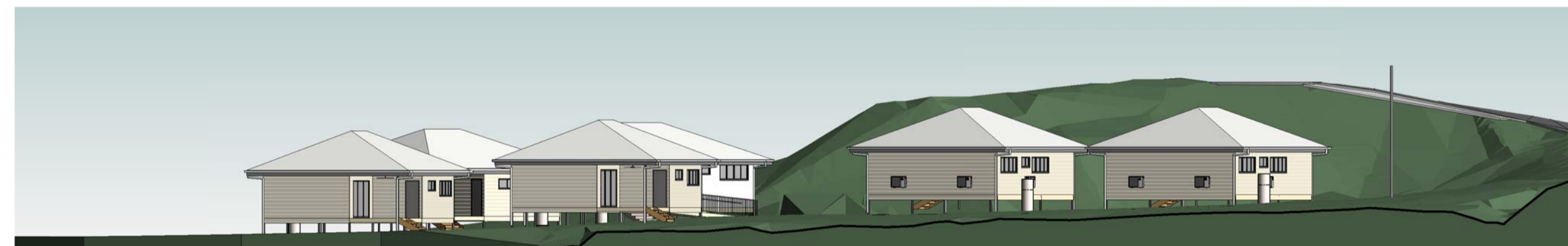
Kristy Gilvear
MANAGING DIRECTOR

Attachment 1

Proposal Plans



A Site Setout
1 : 200



North Elevation

1 : 250



East Elevation

1 : 250



South Elevation

1 : 250



West Elevation

1 : 250

10 110 200 300 400 500 600 700 800 900 1000

AMENDMENTS

1	11/03/2025	Revised design
2	14/03/2025	Revised design
3	21/05/2025	Revised design
4	11/12/2025	Preliminary DD Issue
5	19/12/2025	Accommodation issue
6	18/02/2026	Accommodation issue
7	1/04/2026	Revised roof pitch

bau design
architects

M 0423 975 557
L1 486 Mulgrave Rd, Cairns, Qld
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aff L1000 trust ABN 19 750 773 700

PROJECT
Bloomfield Development
West Street, Bloomfield, Ayton, Qld
Trailfinders

- Lot 1 Residential

DRAWING
Site Setout and Elevations
SCALE @ A1
As indicated

PROJECT
24063

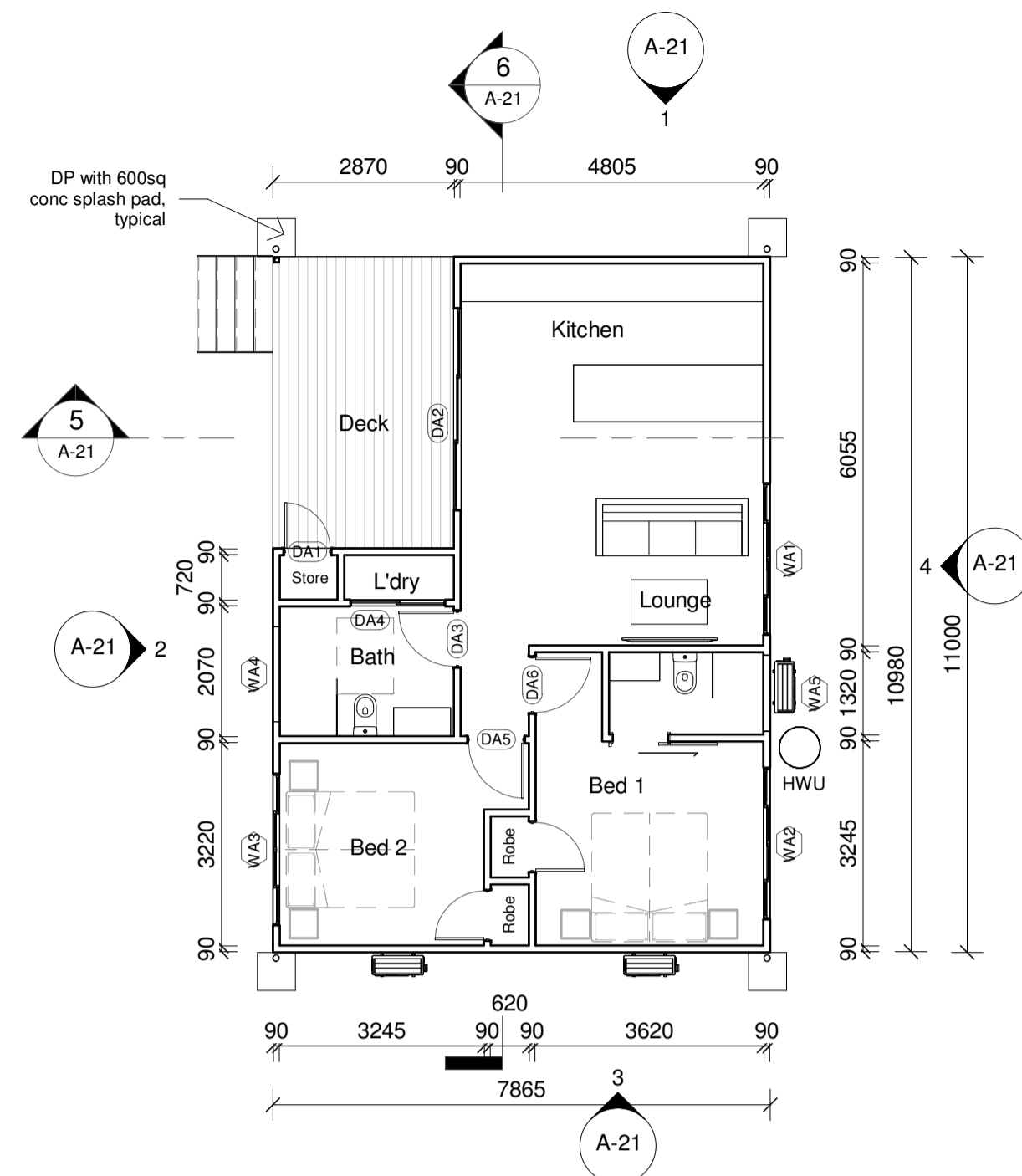
DRAWING NO
24063 A-20
DATE
1/04/2026

ISSUE
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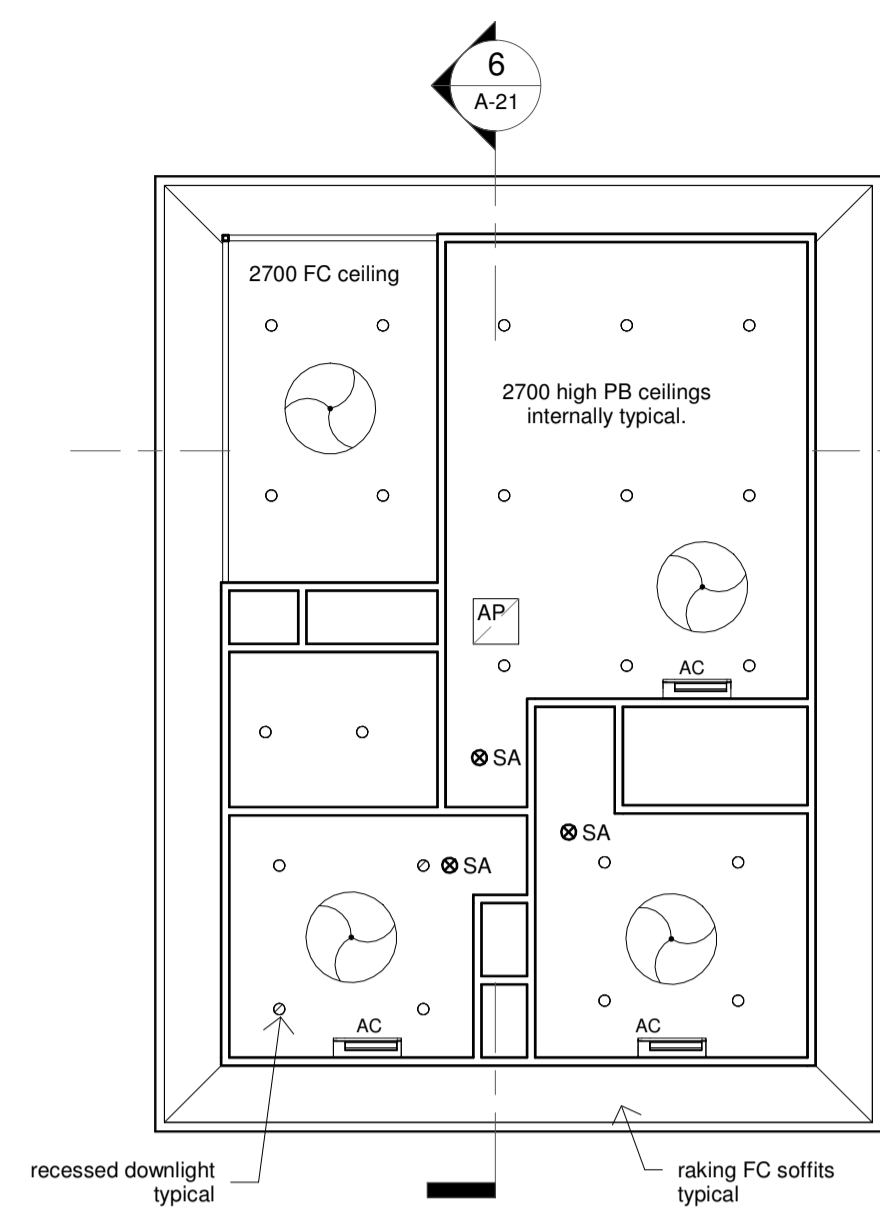
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DESIGN DEVELOPMENT NOT FOR CONSTRUCTION

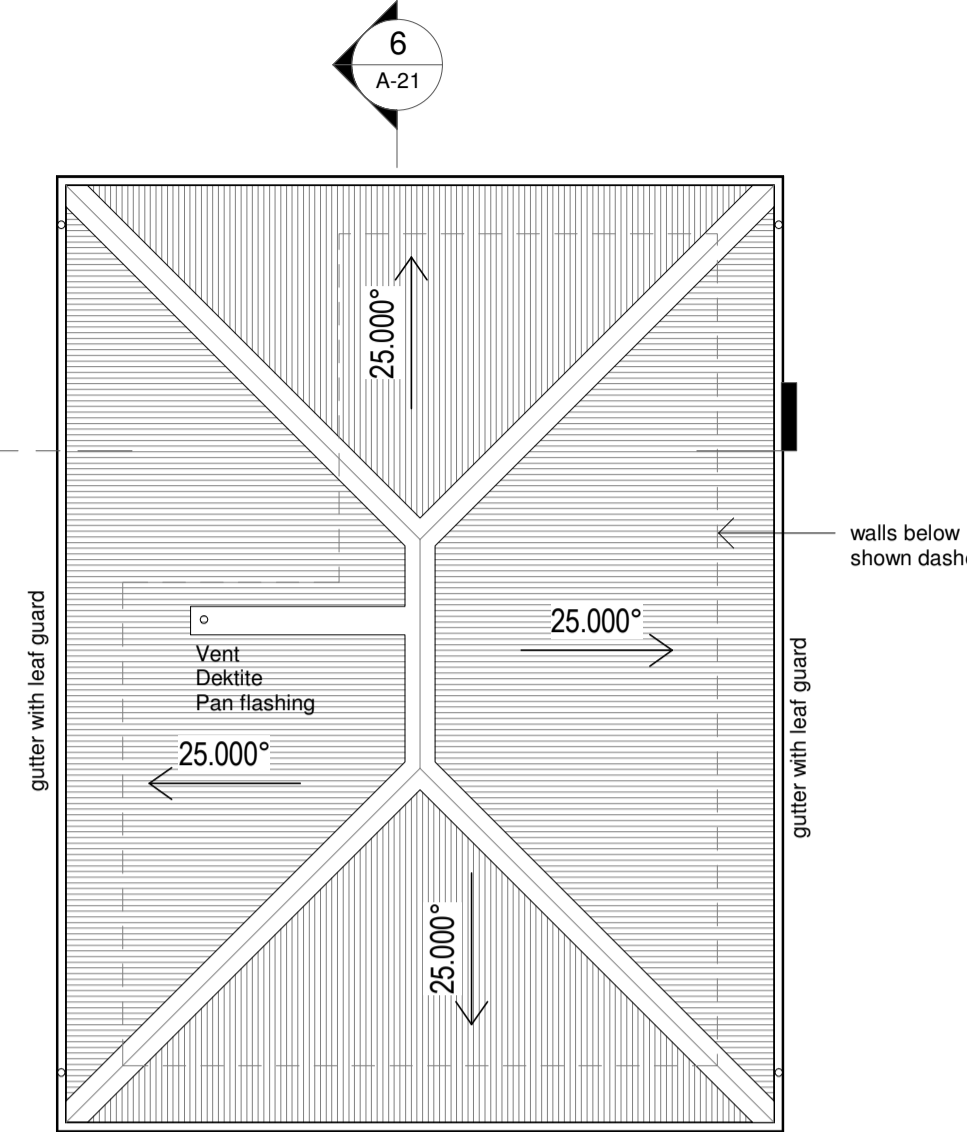
Notes:
 AC Air Conditioning unit
 SA smoke alarm
 AP ceiling access panel
 HWU hot water unit
 FC painted 6mm fibre cement
 PB painted 10mm plasterboard



A Floor Plan - Unit 1,2,4,5 & 6
1 : 100



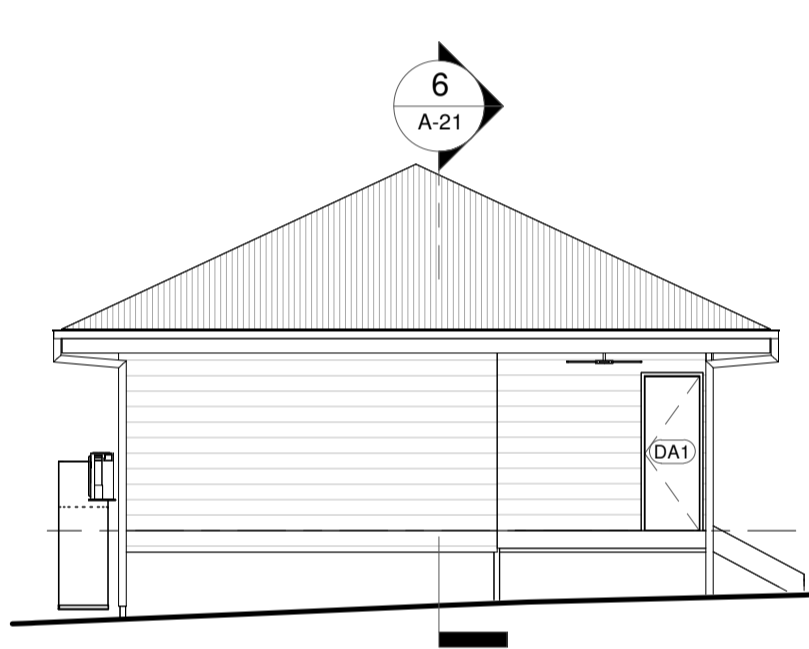
B RCP
1 : 100



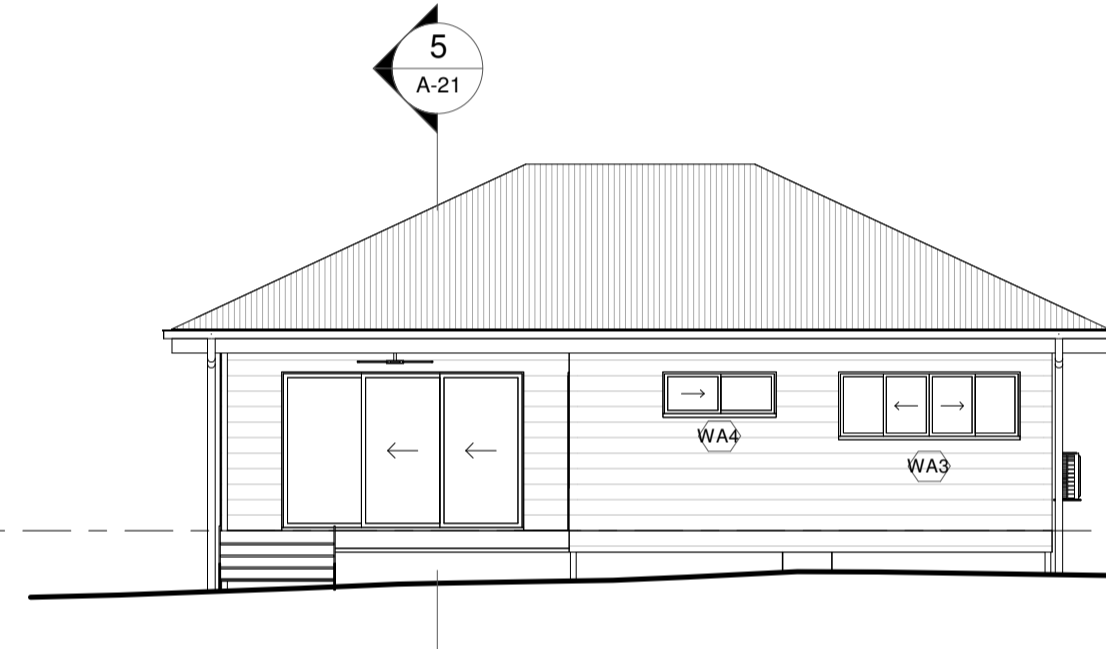
C Roof Plan
1 : 100

Door Schedule - Residential					
Mark	Room Name	Description	Height	Width	Comments
DA1	Unit 1,2,4,5,6	timber framed door with architrave	2040	720	
DA2	Unit 1,2,4,5,6	Cavity Stacker Door	2100	3200	
DA3	Unit 1,2,4,5,6	timber framed door with architrave	2040	870	
DA4	Unit 1,2,4,5,6	XX Robe Sliding Door	2100	1500	
DA5	Unit 1,2,4,5,6	timber framed door with architrave	2040	870	
DA6	Unit 1,2,4,5,6	timber framed door with architrave	2040	870	
DA10	Unit 3	timber framed door with architrave	2040	720	
DA11	Unit 3	Cavity Stacker Door	2100	3200	AS1428.1 threshold
DA12	Unit 3	timber framed door with architrave	2040	920	
DA13	Unit 3	XX Robe Sliding Door	2100	1500	
DA14	Unit 3	timber framed door with architrave	2040	870	
DA15	Unit 3	timber framed door with architrave	2040	920	

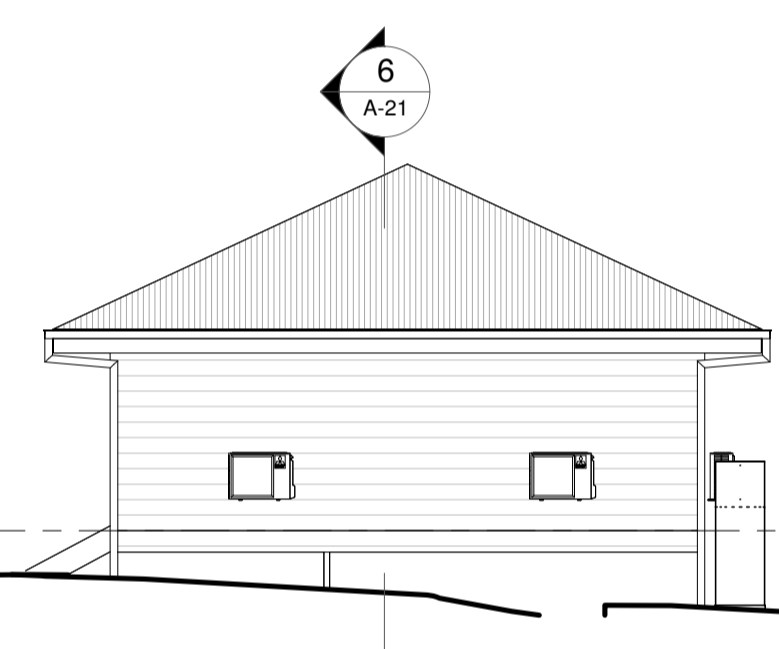
Window Schedule - Residential					
Mark	Description	Sill Height	Width	Height	Comments
WA1	Sliding Window XOOX	1200	2400	900	
WA2	Sliding Window XOOX	1200	2400	900	
WA3	Sliding Window XOOX	1200	2400	900	
WA4	Sliding Window XO	1500	1500	600	
WA5	Sliding Window XO	1500	1200	600	To Unit 1,2,4,5,6 only



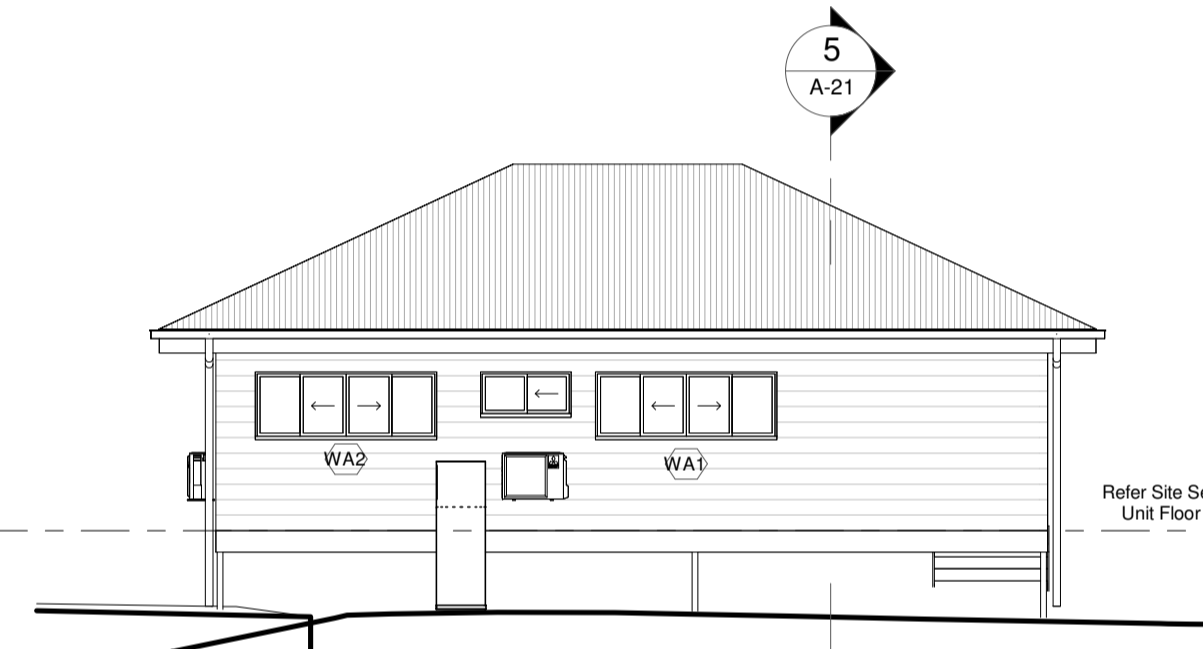
1 Elevations
1 : 100



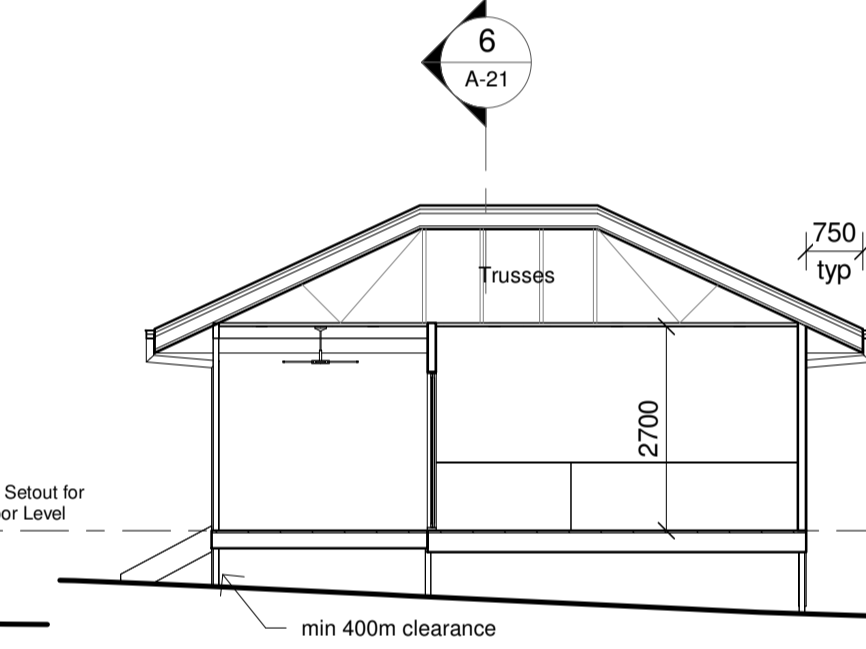
2 Elevations
1 : 100



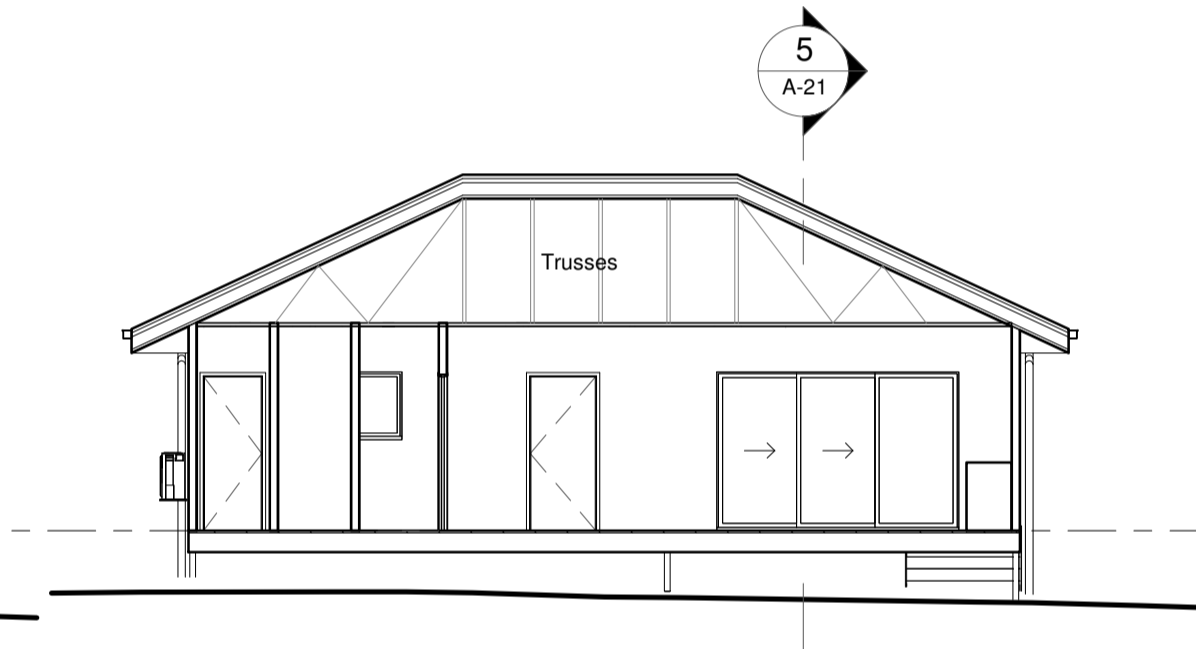
3 Elevations
1 : 100



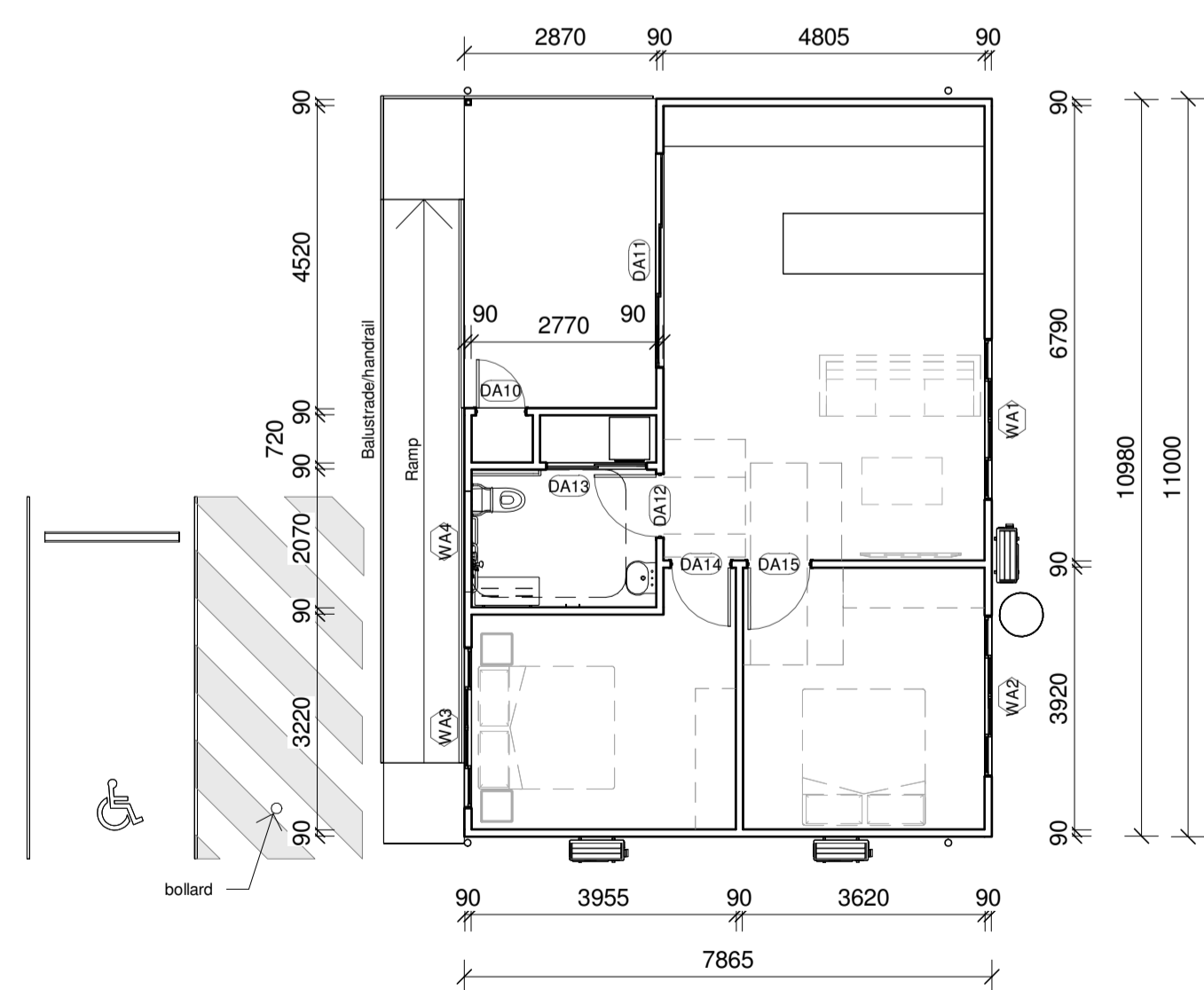
4 Elevations
1 : 100



5 Section
1 : 100



6 Section
1 : 100



D Floor Plan - Unit 3
1 : 100

AMENDMENTS

1	11/03/2025	Revised design
2	14/03/2025	Revised design
3	21/05/2025	Revised design
4	11/12/2025	Preliminary DD issue
5	19/12/2025	Accommodation issue
6	18/02/2026	Accommodation issue
7	10/4/2026	Revised roof pitch

bau design
architects

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atf LCOI trust ABN 19 750 773 700

PROJECT
Bloomfield Development
 West Street, Bloomfield, Ayton, Qld
 Trailfinders

DRAWING
Plans, Elevations, Sections & Schedules
 SCALE @ A1
 1 : 100
 PROJECT
 24063

DRAWING NO
24063 A-21
 DATE
 1/04/2026

ISSUE
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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)	Trailfinders Pty Ltd C/O Gilvear Planning Pty Ltd
Contact name (only applicable for companies)	Selina McNally
Postal address (P.O. Box or street address)	PO Box 228
Suburb	Babinda
State	Qld
Postcode	4861
Country	
Email address (non-mandatory)	selina@gilvearplanning.com.au
Mobile number (non-mandatory)	0477828183
Applicant's reference number(s) (if applicable)	J001767:MC/SM

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.	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this change application	
<input checked="" type="checkbox"/> 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				
<input type="checkbox"/> Street address AND lot on plan (all lots must be listed), or				
<input type="checkbox"/> 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
		26	Norman Street	Bloomfield
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4895	1	A3204	Cook Shire Council
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)



**Queensland
Government**

Attachment 2

DA Form 5 – Change Application

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)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

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

Cook Shire 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
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval	DA/4926	4 th November 2025	Cook Shire Council
<input type="checkbox"/> Development permit <input type="checkbox"/> 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 increase in footprint of Unit 1 (Staff accommodation) and Unit 4 (Tourist Accommodation)

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		
<input checked="" type="checkbox"/> No – proceed to Part 7 <input type="checkbox"/> 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)
	<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 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?
<input checked="" type="checkbox"/> No <input type="checkbox"/> 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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. <input checked="" type="checkbox"/> No <input type="checkbox"/> 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
<input checked="" type="checkbox"/> I agree to receive an information request if determined necessary for this change application <input type="checkbox"/> 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			
<i>Note: For completion by assessment manager if applicable</i>			
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			