

LG Referral Agency Assessment Application Form

1. Has a building development application been made to a building certifier?	
<input type="checkbox"/>	Yes—A copy of the building development application must be enclosed.
<input type="checkbox"/>	No—The application will be an early referral agency response (section 57 of the <i>Planning Act 2016</i>).

2. Referrer's details		
Details of the person/company referring the application to Council.		
Name:		
Contact person:		
Postal address:		
Suburb:		
State:		Postcode: <input type="text"/>
Phone:		
Email:		
Reference number:		

3. Site details	
Site address:	
Real property description:	<i>Example: 1 RP123456</i>

4. Type of referral	
Queensland Development Code	
<input type="checkbox"/>	Design and siting (MP1.1, MP1.2, MP1.3)
<input type="checkbox"/>	Build over or near stormwater infrastructure (MP1.4)
<input type="checkbox"/>	Other (describe): <input type="text"/>
Somerset Region Planning Scheme	
Refer to the information sheets at somerset.qld.gov.au/planning to assist in identifying where a planning scheme matter requires a referral agency assessment.	
<input type="checkbox"/>	Dwelling house (setbacks or site cover)
<input type="checkbox"/>	Dwelling house (any other matters)
<input type="checkbox"/>	Secondary dwelling
<input type="checkbox"/>	Other (describe): <input type="text"/>
Other referral matter	
<input type="checkbox"/>	Amenity and aesthetics for removal dwellings
<input type="checkbox"/>	Other (describe): <input type="text"/>

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5. Additional information for amenity and aesthetics for removal dwellings

Current address of the building:	
Access method instructions:	
Contact person:	
Phone number:	

6. Material to be submitted with application

All referral assessments

<input type="checkbox"/>	An assessment of the assessment benchmarks or requested variations
<input type="checkbox"/>	Site plan, drawn to scale, showing all buildings, retaining walls, access/parking, property boundaries
<input type="checkbox"/>	Elevations, drawn to scale, showing each elevation with dimensions, and relevant details (e.g. windows, doors, openings)

All referral assessments (unless seeking an early referral agency response)

<input type="checkbox"/>	Confirmation notice for the building development application
<input type="checkbox"/>	A complete copy of the building development application for the proposed works

Additional information for amenity and aesthetics for removal dwellings

<input type="checkbox"/>	Photographs of the existing house (front, sides, rear, and internal photos required)
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7. Referrer's declaration

<input type="checkbox"/>	By making this application, I declare that all information in this application is true and correct. Note: It is unlawful to intentionally provide false or misleading information.
<input type="checkbox"/>	Where an email address is provided in Question 2 of this form, I consent to receive future electronic communications for the application where written information is required or permitted pursuant to sections 11 and 12 of the <i>Electronic Transactions Act 2001</i> .

8. Privacy

The personal information collected on this form is required for the purpose of processing an application under the *Planning Act 2016*. Information collected will be handled in accordance with Council's [Information Privacy Policy](#), and will be retained as required by the *Public Records Act 2002*. It is the practice of the Council to not disclose information to other parties except as required/authorised by law.

The *Planning Act 2016* may require this application, including any provided documents or material, to be published to Council's website, which may be accessible to internet search engines. Documents may also be required to be made available for inspection or purchase at Council's administration centre or customer service centres.