



**Concurrence agency referral -  
Class 1a and Class 10 buildings & structures**



**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Development Services**  
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**Internet**  
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**Fees listed are applicable 1 July 2023 – 30 June 2024**

**ABN: 92 967 232 136**

(Click or mark  where applicable)

**1. In what zone is the subject property located under the Moreton Bay Regional Planning Scheme?**

- General residential zone and Emerging community zone  
 Rural residential zone, Rural zone, Township zone

**2. Has an application been made to a private certifier for a building development permit?**

- Yes  No

**Please note: Referral agency response time-frames under the Development Assessment Rules do not apply where an application has not yet been made.**

**3. Referrer's details:**

Name:

Postal address:

Home number:  Mobile phone:  Work/Business phone:

Email address:

**4. Details of proposed development:**

Site address:

Real property description: Lot:  Plan:

Proposed development:

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Garage	<input type="checkbox"/> Shed	<input type="checkbox"/> Swimming pool	<input type="checkbox"/> Alterations/additions
<input type="checkbox"/> Carport (all locations other than front boundary setback)		<input type="checkbox"/> Removal building	<input type="checkbox"/> Other:	
<input type="checkbox"/> Carport (in front boundary setback)		<input type="checkbox"/> Driveway crossover and/or driveway		

**5. Referral in relation to:**

**Group 1:**

**Boundary setbacks & site cover:**

- Queensland Development Codes MP 1.1 & MP 1.2 or alternative provisions of a code under the MBRC Planning Scheme - fee \$901.00

**Dwelling house code to the MBRC Planning Scheme:**

- Amenity & aesthetics - fee \$901.00  
 Non-compliance with one or more requirements for accepted development (i.e. RAD) other than for boundary setbacks and site cover - fee \$901.00  
 For minor\* alterations to new and existing driveway crossovers only - Non-compliance with requirements for accepted development 'RAD8' & 'RAD10' - fee \$320.00 (\* as determined by Council)

**Group 2:**

**Council Policy No. 14-2150-076 Amenity & aesthetics – Impact of proposed building work:**

- Amenity & aesthetics for a 'removal building' - fee \$901.00  
 Amenity & aesthetics for other than a 'removal building' - fee \$901.00

**Fee calculation:**

- Application triggering one or more options in Group 1 only, one fee is applicable
- Application triggering one or more options in Group 2 only, one fee is applicable
- Application triggering one or more options in Group 1 **and** one or more options in Group 2, two fees are applicable.

**6. Identify areas of non-compliance with:**

- The requirements for accepted development (RAD) under the Dwelling House Code to the Moreton Bay Regional Council Planning Scheme and/or
- The acceptable solutions for Parts MP1.1 or MP1.2 of the Queensland Development Code.

(Example: RAD24 - domestic outbuilding exceeding 4.0m in height or 3.5m mean height)

**7. Justification:**

Provide information detailing how the proposed building work meets the performance outcome/criteria for the relevant code:

[Example: Dwelling house code PO22 (a) - the height of the proposed outbuilding will be offset by being setback a greater distance from the side boundary than required. In addition, a vegetative buffer is proposed to be placed between the outbuilding and the boundary to give some visual screening]

**8. Amenity & aesthetics:**

For amenity & aesthetics, state why you believe that the proposed building work would not have an extremely adverse effect on the amenity of the neighbourhood, or be in extreme conflict with the character of the neighbourhood (refer to Council Policy No. 14-2150-076 Amenity & aesthetics – Impact of proposed building work):

**9. Customer summary:**

This referral form must be completed in full and accompanied by:

- The prescribed fee in accordance with Council's schedule of fee's & charges; and
- A site plan that is dimensioned and/or drawn to an acceptable scale (normally 1:200), showing the location of the proposed building work and all existing buildings and structures in relation to the boundaries of the property; and
- Elevations of the proposed building work showing the height above the level of the natural ground; and
- A floor plan dimensioned and drawn to an acceptable scale (normally 1:100); and
- For a removal building, photographs of the building in its present location; and

In addition, to be considered a 'properly referred application' under the Development Assessment Rules, this referral form must also be accompanied by:

- A full copy of a development application for the proposed building work: and
- A copy of a 'confirmation notice' given by a private certifier engaged for the proposed building work.

Signature:  Date:

Office use only		
CSO: _____	Application number: _____	
Receipt number: _____	Amount: _____	Date: _____

**Privacy statement**

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your referral. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.

**10. Lodgement Options:**

Applications can be submitted:

- **Online** via Councils - [Lodgement Portal](#)
- **In person** - Present this form at any of the Moreton Bay Regional Council Customer Service Centres:

**Caboolture:** 2 Hasking Street, Caboolture | **Strathpine:** 220 Gympie Road, Strathpine | **Redcliffe:** Irene Street, Redcliffe

- **By mail** – Please make all cheques/money orders payable to Moreton Bay Regional Council.

This form cannot be submitted via email