

Sheet 15: Changing, Cancelling and Extending Building Approvals – Information Sheet and Application Form

This document outlines the procedure relating changing, extending and cancelling development permits in accordance with the *Planning Act 2016*. Please refer to the State Government information guide sheet.

After the 20 day appeal period (the period following the issue of the decision notice), the *Planning Act* provides the ability to change a development approval by submitting a 'change application'.

Please refer to the State Government website for information regarding this matter and the process involved.

Legislation Source Factors

Planning Act 2016 and Development Rules.

Process

The applicant is to submit:

- a) A Request to Change an Existing Approval. This form is available from Council (website or customer service desk). Note: the signature of the owner is not required to confirm consent of the request.

Where a referral agency was involved in approval of the project, then the request is to also be sent to that agency (agency may be identified on the original approval).
- b) Fee for lodgement of the application (if other than a minor change) is as per the current Fees Schedule.
- c) Any other information the person making the request considers relevant.
- d) The application is assessed in accordance with the Development Rules and Planning Act.

Where a Private Certifier is the Assessing Officer

Where a Private Building Certifier is the assessing officer then the request is to be submitted to that Certifier for consideration.

How to Lodge the Building Application

The application can be lodged either via:-

- Council's on-line service available on its website as a 'response' (refer to Information Sheet 'Online Services'), or
- in person at the Yeppoon Town Hall, located at 25 Normanby Street, Yeppoon, or
- in person at the Emu Park Library, located at Hill Street, Emu Park.

This document is produced as a guide only. Whilst every effort has been made to ensure the information contained in this document is true and correct at the time of printing, changes may have occurred to legislation in the interim. No responsibility or liability is accepted by Council or any of its representatives for any errors or omissions. It is recommended confirmation should be sought from the nominated certifier to confirm the information provided in this document.

Privacy Notice: Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under section 369 of the Planning Act 2016 and the Building Act 1975. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

1. Details of Person Making the Request

Stakeholder to Application	<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Builder
Full Name			
Postal Address			
Contact Phone Number	(w)	(m)	
Email			
Date of submission			

2. Details of the Existing Approval

Type of Approval	<input type="checkbox"/> Development Permit	<input type="checkbox"/> Concurrence Response
Approval Number		
Date of Approval		
Description of Work		Referral relates to: <input type="checkbox"/> Siting <input type="checkbox"/> Building Over or Near Relevant Infrastructure <input type="checkbox"/> Other (detail):

3. Property Details

Full Address	Unit / Tenancy Number	Street Number
	Street Name	
	Locality/Suburb	
Property Description	Lot	Plan Number

4. Type of Change Request

- An extension of the approval period before an approval lapses
- To change the development approval (but not a condition of approval) ie amended plans
- Minor change - to change either the applicant/builder or owner's name associated with the application (A new DA Form 2 and, if applicable QBCC, Qleave or Owner Builder receipt details is to be provided with the request)

5. Details and Reasons or Justification for the Request

Details of the Change Sought (eg length of extension required)
Reasons / Justification for the Request

6. Fee

A fee as per scheduled fee is applicable. **A fee is not applicable where only a change of name is applicable.**