

# 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)	KIERAN RUSSELL
Contact name (only applicable for companies)	
Postal address (P.O. Box or street address)	18 PHILLIPSON ROAD
Suburb	MILLCHESTER
State	QLD
Postcode	4820
Country	AUSTRALIA
Email address (non-mandatory)	<a href="mailto:KIERAN.RUSSELL.93@GMAIL.COM">KIERAN.RUSSELL.93@GMAIL.COM</a>
Mobile number (non-mandatory)	400757737
Applicant's reference number(s) (if applicable)	24-372

2) Owner's consent - Is written consent of the owner required for this change application?	
<b>Note:</b> Section 79(1A) of the <i>Planning Act 2016</i> states the requirements in relation to owner's consent.	
Yes – the written consent of the owner(s) is attached to this change application ✓	
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				
Street address <b>AND</b> lot on plan (all lots must be listed), <b>or</b> Street address <b>AND</b> 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
		18	PHILLIPSON ROAD	MILLCHESTER
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

	4820	1	MPH20514	CHARTERS TOWERS REGIONAL 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)

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

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		54 55 56	WGS84 GDA94	
			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

CHARTERS TOWERS REGIONAL 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
Development permit Preliminary approval	P24-372b.	08/01/25	KELLY REASTON
Development permit 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*):

Removal of condition 4: Construct a driveway crossover on Natal Street in accordance with Council's standard drawing (CTRC-002 Roads urban concrete driveways)

Reason attached

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

No – proceed to Part 7 ✓

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)
	No Yes – pre-request response is attached to this change application	
	No Yes – pre-request response is attached to this change application	
	No 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?

No  
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?

No  
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?

No  
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.

No  
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

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: 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
- for an other change all relevant referral requirement(s) in 10)

Yes✓

**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

**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](#).

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✓

### 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

*Note: For completion by assessment manager if applicable*

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			

Dear Sir/Madam,

I am writing to request the removal of **Condition 4**, which requires the construction of a driveway crossover on Natal Street in accordance with Council's standard drawing CTRC-002 Roads Urban Concrete Driveways.

My reasons are as follows:

- **Impact on Future House Design:** Constructing the driveway crossover now would restrict the design options and siting of the future dwelling, as driveway location and finished levels depend on the final house plans.
- **Damage During Construction:** Heavy vehicles such as concrete trucks and delivery vehicles required for house construction are likely to damage the crossover. Reconstructing it later would cause unnecessary cost and waste.
- **Design Limitations:** The Council's own specification for CTRC-002 states that it is *not designed for commercial vehicles (Note 1)*. This creates a conflict during the construction phase when such vehicles will be accessing the site.

For these reasons, I respectfully request that Condition 4 be removed or deferred until after the dwelling is constructed.

Thank you for considering this request. I am happy to discuss this matter further if needed.

Yours sincerely,

Kieran Russell

# REGISTERED OWNERS/LESSEES CONSENT TO SURVEY PLAN

QUEENSLAND TITLES REGISTRY  
Land Title Act 1994 and Land Act 1994

FORM 18A Version 1

Page 1 of 1

## 1. Survey Plan being consented to

Survey Plan Number SP353338

PAUL THOMAS RUSSELL

Registered Owners/Lessees  
(names in full)

## 2. Consent by Registered Owner/Lessee

\*As registered owner/s of this land, I/we agree to this plan and dedicate the Public Use Land as shown on this plan in accordance with Section 50 of the Land Title Act 1994.

\*As lessee/s of this land, I/we agree to this plan.

\*(rule through whichever is not applicable)

.....  
Registered Owner/Lessee Signature/s

### Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

.....  
Glenda Ann Lyon

This is to certify that this is a true and complete copy of the original copy / download which I have sighted.

Date..... 7.05.2025

Signed.....

Name..... Glenda Ann Lyon

