

Planning Report

APPLICATION FOR CHANGE (OTHER) TO
DEVELOPMENT APPROVAL RAL2025/0008 - LOT 2
MPH20412 AND LOCATED AT 2 OXFORD LANE,
RCHMOND HILL

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Ref: RAL – 2 Oxford Lane

26 May 2026

Chief Executive Officer
Charters Towers Regional Council
PO Box 189
Charters Towers Qld 4820

Attention: Planning and Development

Dear Sir/Madam

**RE: APPLICATION FOR CHANGE (OTHER) TO RAL2025/0008 RECONFIGURING A LOT,
LOCATED AT 2 OXFORD LANE, RICHMOND HILL - LOT 2 MPH20412**

1: Introduction

JVS Planning acts of behalf the owner, Julie Aitchison (Achinrivoc Pty Ltd) with regard the above Change application for Reconfiguring a Lot, 1 into 2 General residential lots at 2 Oxford Lane and properly described as Lot 2 MPH20412.

The application is made in accordance with s78 of the Planning Act 2016.

It is understood the fees applicable to this application are as follows:

Change **\$990**

For payment of the application fees please provide payment options to:

ACHINRIVOC@outlook.com

The application is supported by the following information:

- DA Form 1
- DA Form 5
- Authority of Owners to make the application
- Amended Proposal Plans
- Assessment of relevant Codes of the Charters Towers Regional Town Plan

2: The site

The subject property is located at 2 Oxford Lane and is formally described as Lot 2 MPH20412, is 2,020m² in area and currently contains a high set dwelling. The property is located within the General

residential zone bound by Oxford Lane to the east, Clarke Street to the north, residential development to the west and areas of the Showgrounds to the south. The additional property party to the application is described as Lot 1 MPH 20412, is owned by the Charters Towers Regional Council and is within the Community Facilities zoning.

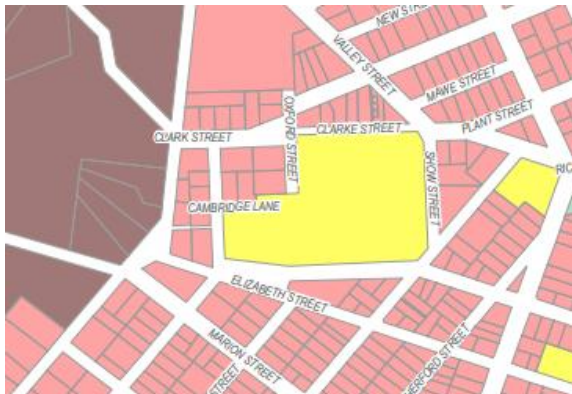


Figure 1 – Zoning Map



Figure 2 – Aerial photograph – Qld Globe

3: Description of the Proposed Changes

The Change application has been bought due to stormwater drainage infrastructure approved in the initial application having been constructed inconsistently with the approved plan. Not only has the stormwater drain been constructed to a greater length than approved and not within the proposed easement, it has also encroached onto the adjoining land owner by the Council.

It is noted the outlet of the drain was diverted around a Telstra pit on the footpath and therefore the inlet pit situated within the boundary of the property was therefore located outside of the proposed stormwater easement.

The stormwater drain was also constructed further across the rear boundary of property and as such encroached into the adjoining Council land. Although the encroachment is minimal, 40mm – 80mm, it inadvertently involved an additional lot to become party to the application.

See amended plan below.

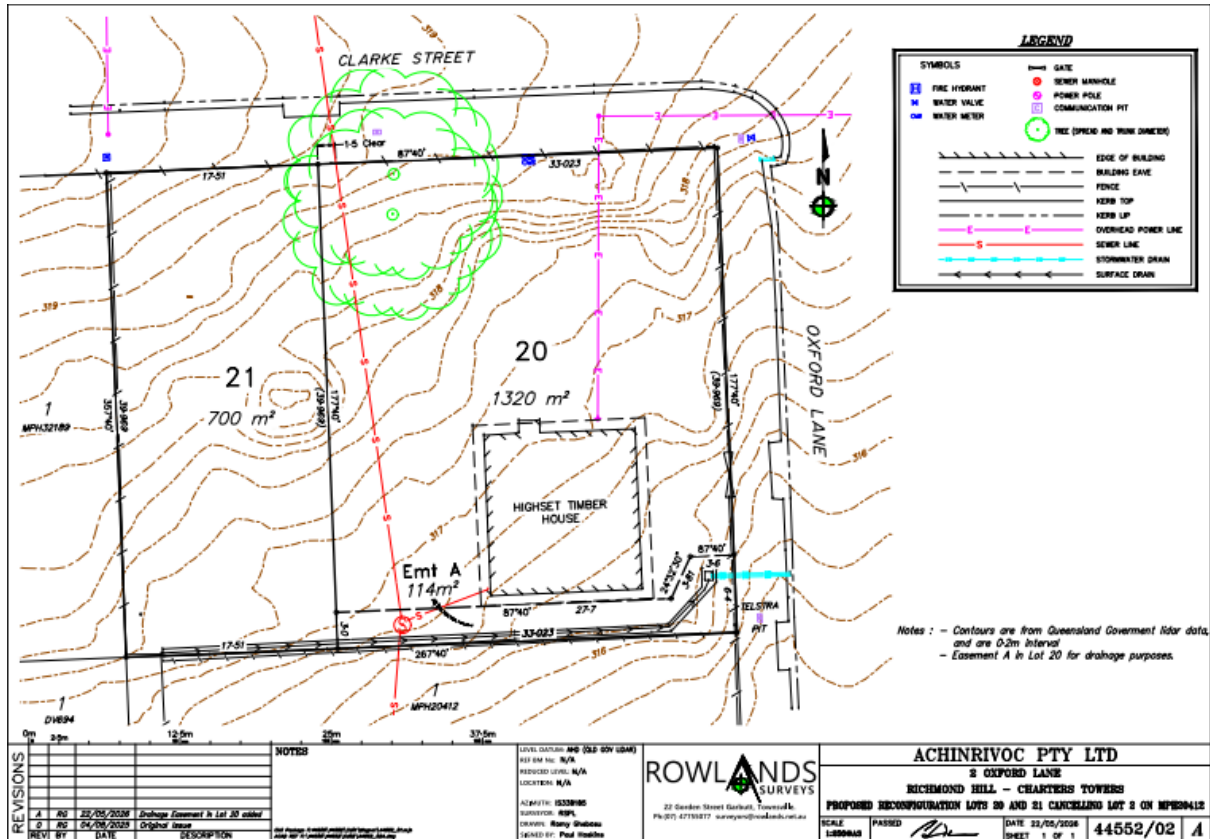


Figure 3 – Amended Plan

4: Reconfiguration

4.1: Reconfiguring a lot code

The purpose of the Reconfiguring a lot code is to:

The purpose of the Reconfiguring a lot code is to:

- (1) (a) ensure that new lots are configured in a manner that facilitates the achievement of the sustainable urban and rural outcomes expressed in the relevant zone codes;
 - (b) ensure that new lots are provided with infrastructure and access appropriate for their intended use and zone;
 - (c) minimise adverse environmental impacts and protect the productive capacity and landscape character of the region's natural resources.
 - (d) ensure that stock routes are maintained and protected from inappropriate development.
- (2) The purpose of the code will be achieved through the following overall outcomes:

- (a) new lots are of a size and shape appropriate for their intended use and the character of the applicable zone;*
- (b) new lot reconfiguration is responsive to topography, natural drainage systems, vegetation and habitat corridors and protects the landscape character of the locality;*
- (c) each new lot is provided with a suitable level of infrastructure, services and access;*
- (d) greenfield development is characterised by walkability, housing choice and conveniently located centres providing enhanced opportunities for social interaction;*
- (e) neighbourhoods are designed to allow development to incorporate climate responsive, energy efficient design principles;*
- (f) streets are legible, safe, highly interconnected and designed to achieve enhanced streetscapes;*
- (g) rural areas are not fragmented to the detriment of productive grazing, agricultural, horticultural or other rural uses;*
- (h) open space meets the active and passive recreational needs of the community and protects the biodiversity of natural areas and systems.*
- (i) development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.*

Code response

The reconfiguration will result in a development that can be serviced by all required infrastructure, will have no impact on the amenity or general functionality of the existing subdivisional form of the locality and is of an area that is climatically appropriate. Furthermore, it is of regular shape and does not propose rear lots nor does it require the construction of new roads. As indicated above the proposal seeks to reconfigure the existing lot into two General residential lots of 700m² and 1,300m² which is compliant with the lot size for the zone. Accordingly, the proposed configuration of the lots achieves the purpose of the Code. A detailed response to the Code is attached.

4.2: General residential code

- (1) The purpose of the General residential zone is to provide for:*
 - (a) residential uses; and*
 - (b) community uses, small-scale services, facilities and infrastructure to support local residents.*
- (2) The purpose of the zone will be achieved through the following overall outcomes:*
 - (a) development is low rise and consistent with the low-density character of the existing neighbourhoods within the Charters Towers urban area;*
 - (b) development provides a range of residential dwelling choices including Dwelling houses, Dual occupancy and attached housing forms such as Multiple dwellings, retirement facilities, residential care facilities and Rooming accommodation;*

- (c) detached housing forms such as Dwelling houses and Dual occupancy forms are located on standard residential lot sizes;*
 - (d) attached housing forms such as Multiple dwellings, residential care facilities and retirement facilities are accommodated on larger sites to ensure:
 - (i) building bulk, density and the development footprint complements the surrounding area;*
 - (ii) setbacks ensure privacy and limit overshadowing on adjoining sites; and*
 - (iii) sufficient open space and car parking areas are provided.**
 - (e) buildings are of a scale, height and size that complement the low rise residential neighbourhood character through design elements that reduce building bulk and create an attractive streetscape;*
 - (f) development creates pleasant living environments that ensure privacy, access to sunlight, open space, ventilation and natural climate control;*
 - (g) development supports safe and walkable neighbourhoods that are well connected to community facilities, employment nodes, centres, open space and recreational areas, community services and educational opportunities in other zones;*
 - (h) small scale non-residential uses may be supported (particularly in existing non-residential buildings) where such uses directly support the day to day needs of the immediate residential community, ensure reasonable neighbourhood amenity and do not undermine the viability of nearby centres;*
 - (i) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and active transport use;*
 - (j) development is supported by transport infrastructure that is designed to provide and promote safe and efficient movement including walking and cycling;*
 - (k) development is supported by necessary open space, recreational areas and appropriate infrastructure to support the needs of the local community;*
 - (l) development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting, overshadowing, privacy and other locally specific impacts;*
 - (m) development responds to land constraints, including but not limited to, former mining activities and land contamination;*
- Editor's note—sites of former mining activity may be identified through the Historic Mining Permits, Resources (Mineral Occurrence and Geological Observation Data) and Abandoned Mines layers of MyMinesOnline Maps. However, proponents should be aware that the online mapping does not spatially represent all abandoned mines and their extent. Geotechnical investigation of past mining areas may reveal additional unmapped historic mine sites.*
- (n) development mitigates any adverse impacts on adjoining areas of environmental significance through location, design, operation and management requirements; and*
 - (o) residential development is protected from the impacts of any nearby industrial activities, transport corridors, infrastructure, installations and other major facilities.*

Code response

The proposed development and configuration of the lots achieves the purpose of the Code by providing lot sizes that can support urban development consistent with the character of the Charters Towers urban area and furthermore can support a variety of accommodation choices over and above single dwelling development. The intent of this change application seeks only to include the additional adjoining lot as the stormwater drainage infrastructure approved in the RAL2025/0008 application was inadvertently not constructed in accordance with the approved plans and encroached very minimally across an adjoining boundary. Therefore the intent of the development has not changed.

4.3: Community Facilities code

- (1) *The purpose of the Community facilities zone is to provide for community-related uses, activities and facilities, whether publicly or privately owned, including, for example:*
 - (a) *educational establishments;*
 - (b) *hospitals;*
 - (c) *transport and telecommunication networks; and*
 - (d) *utility installations.*

- (2) *The purpose of the zone will be achieved through the following overall outcomes:*
 - (a) *development is generally consistent in scale, height and bulk with that of surrounding development;*
 - (b) *development is sited, designed and operated in a way that does not adversely impact on the amenity of adjoining properties through buffering and appropriate design, siting and operation of facilities and infrastructure;*
 - (c) *other complementary uses may occur within this zone, where community-related activities and facilities remain the primary use and continue to effectively meet community needs;*
 - (d) *community facilities are in highly accessible locations and are designed to promote safe and efficient public use through walking and cycling;*
 - (e) *adverse impacts on areas of environmental significance, natural features and processes are avoided;*
 - (f) *development is designed to incorporate sustainable practices including maximising energy efficiency and water conservation;*
 - (g) *development responds to land constraints, including but not limited to topography, bushfire and flooding, former mining activities and land contamination; and*

Editor's note—Sites of former mining activity may be identified through the Historic Mining Permits, Resources (Mineral Occurrence and Geological Observation Data) and Abandoned Mines layers of MyMinesOnline Maps. However, proponents should be aware that the online mapping does not spatially represent all abandoned mines and their extent. Geotechnical investigation of past mining areas may reveal additional unmapped historic mine sites.

(h) The purpose of the zone will also be achieved through the following additional overall outcomes for particular precinct:

(i) hospital and health care services precinct: A. development provides for hospital uses and a range of health care, allied health and medical support services; and B. Short-term accommodation for visitors associated with patients is supported.

Code response

As indicated above, the need for the Change application is to address the stormwater drainage construction errors that has resulted in the drain encroaching into the adjoining lot. The development does not and did not propose any development within the Community Facilities zoned lot. Furthermore, the minimal encroachment which is 80mm at most, is not considered to be detrimental to any subsequent development over the adjoining Community Facilities zoned lot.

4.4: Development works code

(1) The purpose of the Development works code is to:

(a) ensure all development is provided with appropriate infrastructure, parking spaces and services;

(b) ensure development manages stormwater and wastewater as part of the integrated total water cycle and in ways that help protect the environmental water values specified in the Environmental Protection (Water) Policy 2009 and the Stormwater Management Design Objectives in the State Planning Policy;

(c) protect surface water and ground water; and

(d) ensure development is designed, constructed, operated and maintained to eliminate any adverse impacts on the environment and the amenity of the locality.

(2) The purpose of the code will be achieved through the following overall outcomes:

(a) development is adequately serviced by utility and access infrastructure including roads, water, waste water, power, telecommunications, stormwater management and waste management;

(b) the integrity and efficiency of utility and access infrastructure systems is maintained;

(c) environmental values of receiving waters are protected from adverse development impacts arising from stormwater quality and flow;

(d) environmental values of receiving waters are protected from waste water impacts;

(e) public health and safety are protected and damage or nuisance caused by stormwater is avoided;

(f) stormwater management works is designed to maintain or recreate natural hydrological processes and minimise run-off;

(g) the function, safety and efficiency of the transport network is optimised;

- (h) development within close proximity to existing or future public passenger transport facilities supports an integrated approach to land use and transport integration;*
- (i) development provides adequate on site vehicular access and adequate parking and servicing facilities for vehicles and parking facilities for bicycles;*
- (j) access, parking, servicing and associated manoeuvring areas are designed to be safe, functional and meet the reasonable demands generated by the development;*
- (k) provision of safe and non-discriminatory public and pedestrian access is provided;*
- (l) works in public streets and spaces enhance the pedestrian amenity and improve streetscape appearance;*
- (m) earthwork does not impact adversely on the amenity of the site or the surrounding area and does not result in increased flooding, drainage and soil erosions problems on upstream and downstream property; and*
- (n) development provides for the storage of generated waste in an environmentally acceptable manner and waste storage facilities are functionally appropriate for users of the facilities.*

Code response

The reconfiguration associated with this development seeks to create 2 land parcels which can be serviced by all infrastructure requirements and requires no road works as both Oxford Lan and Clarke Street are sealed roadways. A detailed response to the Code is attached.

5: Conclusion

The proposed Change is not considered to be detrimental to the functionality of the adjoining Community Facilities zone lot and is an appropriate development within the General residential zone as demonstrated the initial application RAL2025/0008. The proposed development will result in minimal impact on the amenity of the area and will not be detrimental to the streetscape of the general locality. As such, it is considered that the proposal is an appropriate development and should therefore be approved with reasonable conditions.

If you have any queries please do not hesitate to contact me on 0428136814.

Regards

Jeff Smith

I, Julie Loughrey as owner of property described as Lot 2 MPH20412 and located at 2 Oxford Lane, Richmond Hill, Charters Towers, give permission for JVS Planning to act on my behalf in relation to the lodging of a Change application for Reconfiguring a lot over the above address.

Name: Julie May Aitchison (Loughrey) for Achinrivoc Pty Ltd

Signature: *J M Aitchison*

Date: 20 May 2026

J M Aitchison

19 May 2026

Our Ref: 5254940
File Ref: 05/APP/02
RAL2025/0008
Enquiries: Timna Green

JVS Planning
Attn: Jeff Smith
8 Nugent Court
KIRWAN QLD 4817

Sent via email: jvsplanning@gmail.com

Dear Jeff

Re: Consent to Change Application – RAL2025/0008 (Property: Lot 1 on MPH20412, adjoining land at 2 Oxford Lane, Richmond Hill)

Charters Towers Regional Council, as registered owner of Lot 1 on MPH20412, hereby provides its consent to the lodgement of a proposed change application to Reconfiguration of a Lot approval RAL2025/0008 for 2 Oxford Lane, Richmond Hill.

This consent is provided to facilitate the inclusion of Lot 1 on MPH20412 within the subject application and to ensure that the easement burdening the land for private roofwater drainage associated with proposed Lot 21 is extended to fully encompass the relevant infrastructure.

Council notes that the purpose of the easement is to allow access for inspection, maintenance and repair of the private drainage infrastructure by the owner of proposed Lot 21.

Council further clarifies that, as this infrastructure is private and provides a lawful point of discharge for proposed Lot 21, Council will have no responsibility for any survey costs, title registration costs or legal fees associated with the preparation and registration of the easement, nor for the ongoing maintenance, upgrading or replacement of this infrastructure.

This consent is provided for the purposes of the above application only and should not be taken as support for, or approval of, any aspect of the development beyond Council's role as landowner.

If you require any further information, please contact Council on (07) 4761 5300.

Yours sincerely



Hayley Thompson
Executive Manager Corporate and Community Building
As Delegate of Council (s 51(2) Planning Act 2016)



DA Form 1 – Development application details

Approved form (version 1.6 effective 2 August 2024) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

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)	JVS Planning
Contact name (only applicable for companies)	Jeff Smith
Postal address (P.O. Box or street address)	8 Nugent Court
Suburb	Kirwan
State	Queensland
Postcode	4817
Country	Australia
Contact number	0428136814
Email address (non-mandatory)	jvsplanning@gmail.com
Mobile number (non-mandatory)	0428136814
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	RAL – 2 Oxford Lane

1.1) Home-based business

Personal details to remain private in accordance with section 264(6) of *Planning Act 2016*

2) Owner's consent

2.1) Is written consent of the owner required for this development application?

- Yes – the written consent of the owner(s) is attached to this development application
 No – proceed to 3)

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.

3.1) Street address and lot on plan

- Street address **AND** lot on plan (all lots must be listed), **or**
 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
		2	Oxford Lane	Richmond Hill
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4820	2	MPH20412	Charters Towers Regional Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
		4	Oxford Lane	Richmond Hill
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4820	1	MPH20412	Charters Towers Regional Council

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:	

- 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:	

3.3) Additional premises

- Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
 Not required

4) Identify any of the following that apply to the premises and provide any relevant details

- In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

- On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

- In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable)

<input type="checkbox"/> On airport land under the <i>Airport Assets (Restructuring and Disposal) Act 2008</i>
Name of airport: <input type="text"/>
<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).

- Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

- Material change of use Reconfiguring a lot Operational work Building work

b) What is the approval type? *(tick only one box)*

- Development permit Preliminary approval Preliminary approval that includes a variation approval

c) What is the level of assessment?

- Code assessment Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

1 into 2 General residential lot reconfiguration

e) Relevant plans

Note: *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).*

- Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

- Material change of use Reconfiguring a lot Operational work Building work

b) What is the approval type? *(tick only one box)*

- Development permit Preliminary approval Preliminary approval that includes a variation approval

c) What is the level of assessment?

- Code assessment Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

e) Relevant plans

Note: *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).*

- Relevant plans of the proposed development are attached to the development application

6.3) Additional aspects of development

- Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
- Not required

6.4) Is the application for State facilitated development?

- Yes - Has a notice of declaration been given by the Minister?
- No

Section 2 – Further development details**7) Does the proposed development application involve any of the following?**

Material change of use Yes – complete division 1 if assessable against a local planning instrument

Reconfiguring a lot Yes – complete division 2

Operational work Yes – complete division 3

Building work Yes – complete *DA Form 2 – Building work details*

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use

Provide a general description of the proposed use	Provide the planning scheme definition <i>(include each definition in a new row)</i>	Number of dwelling units <i>(if applicable)</i>	Gross floor area (m ²) <i>(if applicable)</i>

8.2) Does the proposed use involve the use of existing buildings on the premises?

Yes

No

8.3) Does the proposed development relate to temporary accepted development under the Planning Regulation?

Yes – provide details below or include details in a schedule to this development application

No

Provide a general description of the temporary accepted development	Specify the stated period dates under the Planning Regulation

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?

One

9.2) What is the nature of the lot reconfiguration? *(tick all applicable boxes)*

Subdivision *(complete 10)*

Dividing land into parts by agreement *(complete 11)*

Boundary realignment *(complete 12)*

Creating or changing an easement giving access to a lot from a constructed road *(complete 13)*



14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)

\$

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

Charters Towers Regional Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?

- Yes – a copy of the decision notice is attached to this development application
- The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
- No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?

Note: A development application will require referral if prescribed by the Planning Regulation 2017.

- No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- Clearing native vegetation
- Contaminated land (*unexploded ordnance*)
- Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- Fisheries – aquaculture
- Fisheries – declared fish habitat area
- Fisheries – marine plants
- Fisheries – waterway barrier works
- Hazardous chemical facilities
- Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- Infrastructure-related referrals – designated premises
- Infrastructure-related referrals – state transport infrastructure
- Infrastructure-related referrals – State transport corridor and future State transport corridor
- Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- Infrastructure-related referrals – near a state-controlled road intersection
- Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- Koala habitat in SEQ region – key resource areas
- Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
- Ports – Brisbane core port land – environmentally relevant activity (ERA)
- Ports – Brisbane core port land – tidal works or work in a coastal management district
- Ports – Brisbane core port land – hazardous chemical facility
- Ports – Brisbane core port land – taking or interfering with water
- Ports – Brisbane core port land – referable dams
- Ports – Brisbane core port land – fisheries
- Ports – Land within Port of Brisbane's port limits (*below high-water mark*)
- SEQ development area
- SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- SEQ regional landscape and rural production area or SEQ rural living area – community activity
- SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- SEQ regional landscape and rural production area or SEQ rural living area – combined use
- SEQ northern inter-urban break – tourist activity or sport and recreation activity



Queensland
Government

- SEQ northern inter-urban break – community activity
- SEQ northern inter-urban break – indoor recreation
- SEQ northern inter-urban break – urban activity
- SEQ northern inter-urban break – combined use
- Tidal works or works in a coastal management district
- Reconfiguring a lot in a coastal management district or for a canal
- Erosion prone area in a coastal management district
- Urban design
- Water-related development – taking or interfering with water
- Water-related development – removing quarry material (*from a watercourse or lake*)
- Water-related development – referable dams
- Water-related development – levees (*category 3 levees only*)
- Wetland protection area

Matters requiring referral to the local government:

- Airport land
- Environmentally relevant activities (ERA) (*only if the ERA has been devolved to local government*)
- Heritage places – Local heritage places

Matters requiring referral to the Chief Executive of the distribution entity or transmission entity:

- Infrastructure-related referrals – Electricity infrastructure

Matters requiring referral to:

- The **Chief Executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual
- Infrastructure-related referrals – Oil and gas infrastructure

Matters requiring referral to the Brisbane City Council:

- Ports – Brisbane core port land

Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994:

- Ports – Brisbane core port land (*where inconsistent with the Brisbane port LUP for transport reasons*)
- Ports – Strategic port land

Matters requiring referral to the relevant port operator, if applicant is not port operator:

- Ports – Land within Port of Brisbane’s port limits (*below high-water mark*)

Matters requiring referral to the Chief Executive of the relevant port authority:

- Ports – Land within limits of another port (*below high-water mark*)

Matters requiring referral to the Gold Coast Waterways Authority:

- Tidal works or work in a coastal management district (*in Gold Coast waters*)

Matters requiring referral to the Queensland Fire and Emergency Service:

- Tidal works or work in a coastal management district (*involving a marina (more than six vessel berths)*)

18) Has any referral agency provided a referral response for this development application?

- Yes – referral response(s) received and listed below are attached to this development application
- No

Referral requirement	Referral agency	Date of referral response

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (*if applicable*).

PART 6 – INFORMATION REQUEST

19) Information request under the DA Rules

I agree to receive an information request if determined necessary for this development application

I do not agree to accept an information request for this development application

Note: By not agreeing to accept an information request I, the applicant, acknowledge:

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties
- Part 3 under Chapter 1 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules or
- Part 2 under Chapter 2 of the DA Rules will still apply if the application is for state facilitated development

Further advice about information requests is contained in the [DA Forms Guide](#).

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

Yes – provide details below or include details in a schedule to this development application

No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application	RAL2025/0008	6/11/2025	Charters Towers Regional Council
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)

Yes – a copy of the receipted QLeave form is attached to this development application

No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid

Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

Yes – show cause or enforcement notice is attached

No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

- Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below
- No

Note: Application for an environmental authority can be found by searching "ESR/2015/1791" as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

- Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

- Yes – *Form 536: Notification of a facility exceeding 10% of schedule 15 threshold* is attached to this development application
- No

Note: See www.business.qld.gov.au for further information about hazardous chemical notifications.

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

- Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)
- No

Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

- Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter
- No

Note: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.

Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

- Yes – the development application involves premises in the koala habitat area in the koala priority area
- Yes – the development application involves premises in the koala habitat area outside the koala priority area
- No

Note: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.desi.qld.gov.au for further information.

Water resources

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the *Water Act 2000***?

Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development

No

Note: Contact the Department of Resources at www.resources.qld.gov.au for further information.

DA templates are available from planning.statedevelopment.qld.gov.au. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

Waterway barrier works

23.7) Does this application involve **waterway barrier works**?

Yes – the relevant template is completed and attached to this development application

No

DA templates are available from planning.statedevelopment.qld.gov.au. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants**?

Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

No

Note: See guidance materials at www.daf.qld.gov.au for further information.

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake under the *Water Act 2000***?

Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

No

Note: Contact the Department of Resources at www.resources.qld.gov.au and www.business.qld.gov.au for further information.

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water under the *Coastal Protection and Management Act 1995***?

Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

No

Note: Contact the Department of Environment, Science and Innovation at www.desi.qld.gov.au for further information.

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the *Water Supply Act*)?

Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the *Water Supply Act* is attached to this development application

No

Note: See guidance materials at www.resources.qld.gov.au for further information.



Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- Yes – the following is included with this development application:
- Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
 - A certificate of title

No

Note: See guidance materials at www.desi.qld.gov.au for further information.

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

Yes – details of the heritage place are provided in the table below

No

Note: See guidance materials at www.desi.qld.gov.au for information requirements regarding development of Queensland heritage places. For a heritage place that has cultural heritage significance as a local heritage place and a Queensland heritage place, provisions are in place under the Planning Act 2016 that limit a local categorising instrument from including an assessment benchmark about the effect or impact of, development on the stated cultural heritage significance of that place. See guidance materials at www.planning.statedevelopment.qld.gov.au for information regarding assessment of Queensland heritage places.

Name of the heritage place:

Place ID:

Decision under section 62 of the Transport Infrastructure Act 1994

23.14) Does this development application involve new or changed access to a state-controlled road?

Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)

No

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.15) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

No

Note: See guidance materials at www.planning.statedevelopment.qld.gov.au for further information.

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist

I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17

Yes

Note: See the *Planning Regulation 2017* for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) have been completed and attached to this development application

Yes

Not applicable

Supporting information addressing any applicable assessment benchmarks is with the development application

Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, 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 aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

Yes

The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)

Yes

Not applicable



**Queensland
Government**

25) Applicant declaration

- By making this development application, I declare that all information in this development 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 assessment manager and any referral agency for the development 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 assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development 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 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

Notification of engagement of alternative assessment manager

Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

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	

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)	JVS Planning
Contact name (only applicable for companies)	Jeff Smith
Postal address (P.O. Box or street address)	8 Nugent Court
Suburb	Kirwan
State	Queensland
Postcode	4817
Country	Australia
Email address (non-mandatory)	jvsplanning@gmail.com
Mobile number (non-mandatory)	0428136814
Applicant's reference number(s) (if applicable)	RAL-2 Oxford

2) Owner's consent - Is written consent of the owner required for this change application?

Note: Section 79(1A) of the *Planning Act 2016* 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 **AND** lot on plan (all lots must be listed), **or**
 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
		2	Oxford Lane	Richmond Hill
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4820	2	MPH20412	Charters Towers Regional Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
		4	Oxford Lane	Richmond Hill
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)



**Queensland
Government**

		1	MPH20412	Charters Towers Regional Council
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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:	

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:	

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
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval	RAL25/0008	6/11/2025	Charters Towers Regional 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):

Additional lot party to the development required due to infrastructure built across the boundry

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 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 type="checkbox"/> No <input checked="" 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 received form sighted by assessment manager			
Name of officer who sighted the form			