



# SCENIC RIM REGIONAL COUNCIL APPROVAL CHECKLIST FOR APPLICATIONS (Local Laws 2011)

## Local Law No 1 Administration

### Form of application

An application for the local government's approval of a prescribed activity must be on the approved application form.

The application form must be accompanied by

- (a) documents and materials required under a subordinate local law (as detailed below in this checklist); and
- (b) proof that the applicant currently holds any separate approval relating to the prescribed activity that is required under another law; and
- (c) the prescribed approval application fee.

### REQUESTS FOR FURTHER INFORMATION

An applicant may be requested to provide further reasonable information or clarification of information, documents or materials included in the application. Any request will be issued in writing. If an applicant does not, without reasonable excuse, provide the further information by the stated date the application lapses.

Council will give the written notice should an application lapse in these circumstances.

Before applying for a licence under Council's Local Laws, you may require other approvals. Operation without these approvals may result in the licence being withheld or for Council to commence enforcement action.

Health & Environment	07 5540 5111
Development & Assessment	07 5540 5111
Building & Plumbing	07 5540 5111
Technical Services	07 5540 5111

Please ensure that you fill out all the details correctly, as they may be needed to contact you in the future. Please note that where it asks for a licensee name, this name must be a legal entity i.e. an individual's name/s or company name (such as Pty Ltd or Inc). A trading name is not a legal entity. If you have any questions in relation to filling out the form, please contact the relevant department on the contacts above.

**Ensure you have:**

- |  |   |
|--|---|
| <input type="checkbox"/> Filled out the form correctly   | <input type="checkbox"/> Provided all necessary documents and materials required for applying for the licence ( <i>refer to appropriate subordinate local law below for listing</i> ) |
| <input type="checkbox"/> Contacted other council departments that you may require further approvals from | <input type="checkbox"/> Provided plans/drawings/maps where appropriate   |

**Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads)**

**Documents and materials that must accompany an application for an approval**

- (1) Full details of the proposed alteration or improvement including plans and specifications.
- (2) Details of all building work and other work to be carried out under the approval.
- (3) Details of the time and place at which the prescribed activity will be undertaken.
- (4) The proposed term of the approval.
- (5) The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.
- (6) The materials, equipment and vehicles to be used in the undertaking of the prescribed activity.
- (7) Plans and specifications detailing—
  - (a) the relevant part of the local government controlled area or road that is to be used for the undertaking of the prescribed activity; and
  - (b) the proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity; and
  - (c) the type and location of any utility, service or infrastructure to be used in the undertaking of the prescribed activity.

**Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads)**

**Documents and materials that must accompany an application for an approval**

- (1) Details of the nature, time and place of the prescribed activity for which the approval is sought.

- (2) If the applicant wants to use a particular part of a local government controlled area or road for serving food and drink or for other business purposes—a plan showing the relevant part of the local government controlled area or road.
- (3) If the prescribed activity is to be operated from a site, stall or vehicle—specifications for the site, stall or vehicle which is proposed to be used in the operation of the prescribed activity.
- (4) Details of the name, street address, telephone number, facsimile number and email address of the person responsible for the operation of the prescribed activity.
- (5) A copy of the current registration certificate for each vehicle proposed to be used in the operation of the prescribed activity.
- (6) Details of the operation of the prescribed activity including—
  - (a) if goods or services are to be supplied—the nature of the goods and services to be supplied; and
  - (b) if the goods or services are to be supplied at particular times—the times during which the goods or services will be supplied; and
  - (c) if goods or services are to be supplied—the method of sale of the goods or services; and
  - (d) a copy of each policy of insurance of the applicant which relates to the operation of the prescribed activity; and
  - (e) how the applicant proposes to dispose of waste generated by the operation of the prescribed activity; and
  - (f) if signage is intended to be displayed – details of the signage and how the signage will be secured whilst displayed.

### **Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home)**

#### **Documents and materials that must accompany an application for an approval**

- (1) A drawing showing the design and dimensions of the proposed temporary home.
- (2) Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home.
- (3) Details of the location of the temporary home.
- (4) If the applicant is not the owner of the land on which the temporary home is (or is to be) located—the written consent of the owner.
- (5) Details of the name of each person who is to occupy the temporary home.

- (6) Details of the operation of the proposed temporary home including toilet, bathing, laundry, water storage and refuse facilities.
- (7) If a permanent residence or permanent structure is proposed to be constructed on the land the subject of the application—a copy of the development approval for the permanent residence or permanent structure.
- (8) If the applicant or another person is to live on site during construction of a permanent residence or permanent structure on the land—an independent itemised valuation of the construction cost (of both the proposed temporary home and the permanent residence or permanent structure) including an itemised valuation based on recognised current building industry rates covering all areas that are applicable to the construction of the temporary home and the permanent residence or permanent structure including, without limitation, the outstanding cost of purchase of the land, the cost of construction of the proposed temporary home and the cost of construction of the proposed permanent residence or permanent structure.
- (9) Proof that the financial resources of the applicant are such that the applicant is capable of funding the construction of the temporary home and the permanent residence or permanent structure.
- (10) If the applicant is an owner/builder—verification that the cash flow of the applicant will be sufficient to fund the construction of each of the temporary home and the permanent residence or permanent structure.
- (11) If the applicant is an owner/builder—evidence that the applicant is registered as an owner/builder with the Queensland Building Services Authority.
- (12) A progress chart or similar timetable showing significant milestones during the process of construction of each of the temporary home and the permanent residence or permanent structure so as to enable the term of the proposed approval to be fixed by the local government.

## **Subordinate Local Law No. 1.4 (Installation of Advertising Devices)**

### **Documents and materials that must accompany an application for an approval**

- (1) Full details of the proposed advertising device including—
  - (a) the name and address of the premises at which the proposed advertising device will be installed; and
  - (b) the name and address of the person responsible for the installation of the advertising device; and
  - (c) the name and address of any business which will be advertised on the advertising device.
- (2) Details of all building work and other work to be carried out under the approval.
- (3) Details of the time and place at which the prescribed activity will be undertaken.

- (4) The proposed term of the approval.
- (5) The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.
- (6) The materials, equipment and vehicles to be used in the undertaking of the prescribed activity.
- (7) Plans and specifications detailing—
  - (a) the location of the proposed advertising device; and
  - (b) each item of equipment to be used in the installation, erection or display of the proposed advertising device; and
  - (c) the type and location of any utility, service or infrastructure to be used in the installation, erection or display of the proposed advertising device; and
  - (d) particulars of the content, design, dimensions and construction of the proposed advertising device; and
  - (e) a site plan, to scale, of the proposed advertising device; and
  - (f) if the applicant is not the owner of the premises on which the proposed advertising device is to be installed, erected or displayed, the consent of the owner of the premises to the installation, erection and display of the advertising device; and
  - (g) a copy of each development approval required for the installation, erection and display of the proposed advertising device; and
  - (h) a pictorial representation of the proposed advertising device.

## **Subordinate Local Law No. 1.5 (Keeping of Animals)**

### **Documents and materials that must accompany an application for an approval**

- (1) An application detailing—
  - (a) the species, breed, age and gender of each animal for which the approval is sought; and
  - (b) the number of animals to be kept; and
  - (c) the nature of the premises at which the animal or animals are to be kept; and
  - (d) the area, or the part of the area, in which the animal or animals are to be kept; and

- (e) the materials out of which any enclosure in which the animal or animals to be kept is (or is to be) constructed and any other details of the enclosure; and
  - (f) the location of the enclosure on the premises; and
  - (g) the name of each person who is to occupy any residence located on the premises on which the animal or animals are to be kept.
- (2) Proof that the applicant currently holds any development approval relating to the prescribed activity that is required under the *Sustainable Planning Act 2009*.
  - (3) If the applicant is not the owner of the premises on which the animal or animals are to be kept — the written permission of the owner of the premises to the keeping of the animal or animals on the premises.
  - (4) Where the animal or animals are to be kept on multi-residential premises and the keeper of the animal or animals is entitled to make use of an area used in common with others (a **common area**) for the purpose of keeping the animal or animals — the written permission of the person or body which manages or controls the common area to use the common area for the purpose of keeping the animal or animals.
  - (5) If an animal the subject of the application is required to be registered under the Animal Management Act — evidence that the animal is currently registered with the local government.

*(Applicants - please be aware that information relating to proof of desexing, microchipping, pensioner details and/or recognised animal group (cccq, obedience, Greyhound racing control board) needs to be submitted with your application).*

- (6) A drawing showing the design and dimensions of any enclosure in which the animal or animals are to be kept.

## **Subordinate Local Law No. 1.6 (Operation of Camping Grounds)**

### **Documents and materials that must accompany an application for an approval**

- (1) If the applicant is not the owner of the place at which the camping ground is to be operated—the written consent of the owner to the application.
- (2) A plan of the proposed camping ground which must be drawn to scale showing—
  - (a) the land comprising the camping ground and its location and real property description; and
  - (b) the boundaries of the camping ground; and
  - (c) the division of the camping ground into camp sites, including the location and number of potential camp sites with each site clearly defined and bearing a distinguishing mark or number; and
  - (d) the location of each road and building situated within the camping ground; and
  - (e) details of the water supply system, including the position of all water points; and
  - (f) the position of all waste containers; and
  - (g) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
  - (h) details of the on-site sewerage facilities and the waste water disposal system; and
  - (i) the position of all fire places; and
  - (j) the nature and position of all fire safety installations; and
  - (k) the nature and position of all electrical installations.
- (3) Details of the facilities for sanitation, washing and laundry to be provided for users of the camping ground.
- (4) Details of water quality, reticulation and drainage facilities to be provided for users of the camping ground.
- (5) Details of the rules which will govern the use of the camping ground, including rules which prohibit or restrict the keeping of dogs at the camping ground.
- (6) A current certificate of compliance issue under the *Fire and Rescue Service Act 1990*.
- (7) A current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

## **Subordinate Local Law No. 1.7 (Gates and Grids)**

### **Documents and materials that must accompany an application for an approval**

- (1) If the installation of a gate or a grid, or a gate and a grid, are proposed—
  - (a) a plan detailing the design of the proposed gate or grid, or gate and grid, including all dimensions, alignments and structural elements; and
  - (b) a plan identifying the location within the road of the proposed gate or grid, or gate and grid; and
  - (c) particulars of all warning or similar signage proposed to be erected by the applicant.
- (2) If a gate or a grid, or a gate and a grid, are installed across a road—
  - (a) a plan detailing the design of the gate or grid, or gate and grid, including all dimensions, alignments and structural elements; and
  - (b) a plan identifying the location within the road of the gate or grid, or the gate and the grid; and
  - (c) details of all warning or similar signage erected about the gate or grid, or the gate and the grid.
- (3) If the gate or grid, or the gate and the grid, are proposed to be installed across a road—details of the time when the prescribed activity will be undertaken.
- (4) The proposed term of the approval.
- (5) The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.
- (6) The materials, equipment and vehicles to be used in the undertaking of the prescribed activity.

## **Subordinate Local Law No. 1.8 (Operation of Caravan Parks)**

### **Documents and materials that must accompany an application for an approval**

- (1) If the applicant is not the owner of the place at which the caravan park is to be operated—the written consent of the owner to the application.
- (2) The name and address of the proposed resident manager of the caravan park and the proposed resident manager's written agreement accepting the responsibilities of resident manager of the caravan park.
- (3) A plan of the proposed caravan park which must be drawn to scale showing—
  - (a) the location and real property description of the place at which the caravan park is to be operated; and



- (b) the boundaries of the caravan park; and
  - (c) the division of the caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and
  - (d) the location of each road and building situated within the caravan park; and
  - (e) details of the water supply system, including the position of all water points; and
  - (f) the position of all waste containers; and
  - (g) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
  - (h) details of the on-site sewerage facilities and the waste water disposal system; and
  - (i) the position of all fire places; and
  - (j) the nature and position of all fire safety installations; and
  - (k) the nature and position of all electrical installations.
- (4) Details of the facilities for sanitation, washing and laundry to be provided for users of the caravan park.
  - (5) Details of water quality, reticulation and drainage facilities to be provided for users of the caravan park.
  - (6) Details of the maximum number of persons who can be accommodated at—
    - (a) the caravan park; and
    - (b) each site within the caravan park.
  - (7) Details of the rules which will govern the use of the caravan park, including rules which prohibit or restrict the keeping of dogs at the caravan park.
  - (8) A current certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
  - (9) A current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

## **Subordinate Local Law No. 1.9 (Operation of Cemeteries)**

### **Documents and materials that must accompany an application for an approval**

- (1) Details of the proposed cemetery including—

- (a) a site plan; and
  - (b) the proposed number of grave sites; and
  - (c) the proposed hours of operation.
- (2) Details of the proposed administration and management of the proposed cemetery.
  - (3) If a development approval for the cemetery is required under the *Sustainable Planning Act 2009* — a copy of the development approval.

If the application for an approval does not relate to a local government cemetery and the applicant is not the owner of the premises on which the prescribed activity is to be undertaken — the written consent of the owner of the premises.

## **Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools)**

### **Documents and materials that must accompany an application for an approval**

- (1) Details of the proposed public swimming pool including a plan or other information identifying the proposed public swimming pool and all buildings proposed to be used in the operation of the public swimming pool.
- (2) Details of the nature and extent of the public use that is proposed by the applicant.
- (3) Details of the proposed management and supervision of the public swimming pool (including the qualifications and experience of the proposed managers and supervisors).
- (4) If the applicant is not the owner of the land on which the public swimming pool is to be situated — the owner's written consent to the application.
- (5) Details of the equipment that will be used for chlorination, filtration and recirculation of water in the public swimming pool.
- (6) Details of procedures that will be adopted to ensure that the public swimming pool water is adequate to protect public health.
- (7) Details of the equipment which will be used for emergency medical treatment and first aid.
- (8) Details of the operation of the public swimming pool including —
  - (a) the hours of operation of the public swimming pool; and
  - (b) whether the public swimming pool is to be heated or non-heated; and
  - (c) the existence or otherwise of automatic dosing equipment to be used in conjunction with the chlorination, filtration and recirculation of water in

the public swimming pool.

## **Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation)**

### **Documents and materials that must accompany an application for an approval**

- (1) A plan to scale and specifications of the operation of the prescribed activity including—
  - (a) a site plan; and
  - (b) a floor plan; and
  - (c) the location and area of each access way; and
  - (d) particulars of the proposed use of each room and the maximum number of persons to be accommodated in each bedroom; and
  - (e) particulars of—
    - (i) all lighting and ventilation; and
    - (ii) all sanitary facilities; and
    - (iii) all fire safety installations; and
    - (iv) shared facilities; and
    - (v) all water supply facilities; and
    - (vi) all on-site sewerage facilities.
- (2) If the applicant is not the owner of the premises for which the approval is sought—the written consent of the owner to the application.
- (3) An electrical safety certificate of compliance.

## **Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events)**

### **Documents and materials that must accompany an application for an approval**

- (1) A plan of the place of the temporary entertainment event.
- (2) Details and drawings of buildings and other structural elements of the place of the temporary entertainment event.
- (3) A detailed statement of the nature of the entertainment to be provided at the place of the temporary entertainment event and when the place is to be open to the public.

- (4) If the applicant is not the owner of the place of the temporary entertainment event—the written consent of the owner of the place.
- (5) The dates and times during which the temporary entertainment event is to be undertaken.
- (6) The expected attendance rate for the temporary entertainment event.
- (7) The street address, real property description and details of the owner of the place where the temporary entertainment event is to be undertaken.
- (8) The name, street address, telephone number, facsimile number and email address of each person and business who will operate the temporary entertainment event.

## **Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains)**

### **Documents and materials that must accompany an application for an approval**

- (1) Details of the burial site, niche or other place or proposed burial site, niche or other place at which the human remains are buried or placed, or are proposed to be buried or placed.
- (2) Evidence of the applicant's relationship (if any) with the deceased.
- (3) A certified copy of each approval required (including authority under the *Coroners Act 2003* (if applicable)) for the undertaking of the prescribed activity.
- (4) Details of how and when the prescribed activity is to be undertaken.
- (5) Evidence of the identity of the deceased person.
- (6) Evidence of the wishes of the deceased and the relatives of the deceased.
- (7) If the prescribed activity is the disturbance of human remains buried outside a cemetery—
  - (a) a written statement of the reasons for the proposed disturbance; and
  - (b) the written agreement of the owner of, and anyone else with a registered interest in, the land on which the remains are buried.
- (8) If the prescribed activity is the burial or disposal of human remains outside a cemetery—
  - (a) a written statement of how and when the remains are proposed to be disposed of or buried; and
  - (b) the written agreement of the owner of, and anyone else with a registered interest in, the land on which the remains are to be buried or placed to the disposal of the remains on the land; and

- (c) details of the nature of the ceremony (if any) to be conducted at the time of the burial or disposal.
- (9) If the prescribed activity is the disturbance of human remains in a local government cemetery—
  - (a) a written statement of the reasons for the proposed disturbance; and
  - (b) the written approval of the sexton.

### **Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads)**

#### **Documents and materials that must accompany an application for an approval**

- (1) Details of the nature, time and place of the prescribed activity for which the approval is sought.
- (2) If the applicant wants to use a particular part of a local government controlled area or road for the prescribed activity—a plan showing the relevant part of the local government controlled area or road.
- (3) If the prescribed activity is to be undertaken at or in close proximity to a site, stall or vehicle—specifications for the site, stall or vehicle which is proposed to be used in the undertaking of the prescribed activity.
- (4) Details of the name, street address, telephone number, facsimile number and email address of the person responsible for the undertaking of the prescribed activity.
- (5) A copy of the current registration certificate for each vehicle proposed to be used in the undertaking of the prescribed activity.
- (6) Details of the undertaking of the prescribed activity including—
  - (a) a copy of each policy of insurance of the applicant which relates to the undertaking of the prescribed activity; and
  - (b) how the applicant proposes to dispose of waste generated by the undertaking of the prescribed activity; and
- (c) if signage is intended to be displayed – details of the signage and how the signage will be secured whilst displayed.

### **Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation)**

#### **Documents and materials that must accompany an application for an approval**

- (1) Full details of the proposed works or interference including plans and specifications.

- (2) Details of all building work and other work to be carried out under the approval.
- (3) Details of the time and place at which the prescribed activity will be undertaken.
- (4) The proposed term of the approval.
- (5) The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.
- (6) The materials, equipment and vehicles to be used in the undertaking of the prescribed activity.
- (7) Plans and specifications detailing—
  - (a) the relevant part of the road that is to be used for the undertaking of the prescribed activity; and
  - (b) the proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity; and
  - (c) the type and location of any utility, service or infrastructure to be used in the undertaking of the prescribed activity.