* This is a checklist outlining the key information required when applying for an offset or refund, under the Brisbane Infrastructure Charges Resolution.
* Please note that Checklist I and Form I should only be completed and submitted upon the construction and / or acquisition of a trunk or converted (approved) non-trunk item.
* Please ensure to complete Checklist I and Form I and scan and attach any additional, relevant information to support your claim.

For further information please contact Council on (07) 3403 8888.

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| --- | --- | --- |
| Complete the applying for an offset or refund – Form I | | |
| Applying for an offset or refund – Form I completed and attached. | | **Yes**  **/ No** |
| Complete the adjusting the establishment cost or market cost to prescribed cost for construction of trunk item or converted (approved) non-trunk item – Checklist J and Form J | | |
| Adjusting the establishment cost or market cost to prescribed cost for construction of trunk item or converted (approved) non-trunk item – Checklist J and Form J completed and attached. | | **Yes  / No  / Not applicable** |
| Complete the adjusting the re-calculation of the establishment cost for land – Checklist H and Form H | | |
| Re-calculation of the establishment cost for land – Checklist H and Form H completed and attached. | | **Yes  / No  / Not applicable** |
| Provide details of the Applicant | | |
| * Applicant details | **Applicant Company and / or Name:** | |
| * Developer details | **Developer name** (if applicable)**:** | |
| Provide details of the proposed development | | |
| * Development Application details | **Development Application Reference number:** | |
| * Property details | **Lot/Plan:** | |
| Provide the specified supporting information | | |
| Evidence of the work being lawfully completed and /or the land being acquired. | | **Yes  / No** |
| For a converted (approved) non-trunk item, evidence of the approval for conversion. | | **Yes  / No  / Not applicable** |
| Details of the trunk or converted (approved) non trunk infrastructure contribution: | | **Yes  / No** |
| * The date the trunk or converted (approved) non-trunk infrastructure contribution, the subject of the offset or refund, was lawfully completed and / or acquired. | | **Yes  / No** |
| * Evidence that the trunk or converted (approved) non-trunk infrastructure contribution has been provided in accordance with the relevant approval for the trunk infrastructure contribution. | | **Yes  / No** |
| For a refund for a trunk item, if the applicant is not the owner of the land that the development approval attaches to, and section 5 of Form I has not been completed, evidence that: | | **Yes  / No  / Not applicable** |
| * The owner of the premises has unreasonably withheld consent; or | | **Yes  / No** |
| * It is impracticable to get owners’ consent due to the number of owners | | **Yes  / No** |
| Prescribed fee paid. | | **Yes  / No** |