

Information guideline for neighbours

To provide comments for a Request for referral agency response (QDC Siting Variation)

What is a request for referral agency response (QDC Siting Variation)?

Homeowners may seek to construct or renovate their house and/or associated structures (i.e. carport or shed) within their property boundary. There are rules that govern where and how these structures are sited over the property which is regulated under the *Queensland Development Code* (QDC).

The QDC consists of performance criteria and acceptable solutions. The acceptable solutions outline what construction is automatically deemed acceptable, however if the proposal does not meet the relevant acceptable solution requirements, an assessment is required against the performance criteria. This is completed by a Private Building Certifier, and as part of this process, Brisbane City Council is required to provide advice as a referral agency.

Why are you receiving this fact sheet?

A request for a referral agency response will be submitted to Council for proposed works on an adjoining property. It is Council's policy that neighbouring property owners receive this factsheet together with an outline of the proposed works and proposed plans a minimum five business days prior to submitting the request to Council.

You can provide feedback or comments on the request for Council's consideration during the assessment process. However, please note that proposals can only be assessed against the provisions of the QDC.

How to view current and past applications?

You can access finalised and current development applications and requests for referral agency responses (QDC Siting Variations) through the online Development.i webpage (developmenti.brisbane.qld.gov.au). Development.i provides development details and basic property information for the Brisbane City Council Local Government area.

On the Development.i homepage, select either 'location search' or 'application search' and enter the property address, lot or plan number, or development application number (starting with A00). Alternatively, you can use the map search tool.

The search result will display points on a map identifying applications and requests. There are filter selections available to view past, in progress, and decided requests and applications. Property and application details will be available in the pane on the left-hand side of the system.

How to make a comment?

You can make a comment or provide feedback about a request for referral agency responses (QDC Siting Variation), via Development.i only.

From the property details on Development.i, select the 'details' icon, and select 'Make a Comment' on the top right-hand corner. This will open a separate form that you can complete.

Any comments received will not be publicly displayed. Request for a referral agency response made to Council can be finalised within days of lodgement. It is important you make any comments at your earliest convenience to ensure it is taken into consideration during Council's assessment.

How to set up an alert in Development.i?

To receive an alert when Council receives a new development application or request for referral agency response (QDC siting variation) or when the progress status has updated, please register to Development.i.

This will allow for an email alert to be sent based on the choice selected for either daily or weekly and the preferences identified.

Search the desired address or locality from the map search tool. Select 'Siting Variation' for requests for a referral agency response. Update filter to 'In progress' to be notified of new developments received by Council or when a new document becomes available.

Further information

For more information about providing comments on requests for referral agency responses (QDC Siting Variations) visit www.brisbane.qld.gov.au and search for 'Building near the boundary' or contact Council on (07) 3403 8888.



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