

BRISBANE ADOPTED INFRASTRUCTURE CHARGES

PRESCRIBED FORMS FACTSHEET • JULY 2015



Dedicated to a better Brisbane

Brisbane City Council levies infrastructure charges as part of the development assessment process. These charges apply when a subdivision (reconfiguring a lot) or material change of use occurs that generates additional demand on trunk infrastructure networks.

How are infrastructure charges calculated?

For development approvals issued between 1 July 2011 and June 2014, Council determines infrastructure charges and infrastructure offsets in accordance with the process outlined in the relevant [Brisbane Adopted Infrastructure Charges Resolution](#) (Nos. 1, 2 or 3).

Generally for development approvals issued from 30 June 2014 onwards, Council determines infrastructure charges and offsets in accordance with the process outlined in [Brisbane Adopted Infrastructure Charges Resolution](#) (Nos. 4 and 5).

How do you apply for an offset?

Resolution Nos. 4 and 5 identify prescribed forms that must be used when making a submission to Council regarding infrastructure charges offsets and refunds. These forms are the proper method for applicants to make a request to Council under various sections of the resolution (Nos. 4 and 5). No prescribed forms are required when applying for an offset under 1, 2 or 3.

How do you submit the forms?

All prescribed forms, checklists and other supporting material must be submitted by email to dalodgement@brisbane.qld.gov.au

When submitting the prescribed forms, you must ensure that the title of the form is included in the

subject line of the email (e.g. 'Form A – Discount for a prescribed financial contribution').

What fees apply?

Where a prescribed fee has been identified in Council's [fees and charges](#), then the fee is to be paid upon receipt of Council's fee quote. The prescribed forms must also be accompanied by any other related forms, checklists, notices and relevant supporting information, as indicated in each checklist and prescribed form.

You can pay the fee (if applicable) by BPAY or Council's other [payment options](#).

Evidence required to support some forms

Some forms below and on Council's website list evidence required for Council to assess your request.

For example, evidence to support a request for a Demand Credit (Form B) may include (but is not limited to):

- Council's approvals for the existing or previous use
- historical documents and aerial photographs clearly showing an existing or previous lawful use
- building records or building approvals for the site.

A site visit may also help to identify remaining or removed impervious area.

Which forms should be used?

Prescribed form and checklist	Description	Reference to the Brisbane Adopted Infrastructure Charges Resolution
Prescribed Form A and checklist	Discount for a prescribed financial contribution	Part 3: Levied charges <i>Working out the discount for the prescribed financial contribution</i>
Prescribed Form B and checklist	Demand credit for existing or previous lawful use	Part 3: Levied charges <i>Working out the additional demand and Adopted charges; Applicable uses under the IPA planning scheme and SPA planning; Applied local government adopted charges for particular uses</i>

Prescribed form and checklist	Description	Reference to the Brisbane Adopted Infrastructure Charges Resolution
Prescribed Form C and checklist	Not applicable	Not applicable
Prescribed Form D and checklist	Conversion of a non-trunk item to trunk infrastructure	Part 4: Offset and refund for trunk infrastructure <i>BAICR (No.4) – Identified trunk infrastructure criteria</i> <i>BAICR (No.5) – Conversion criteria</i>
Prescribed Form E and checklist	Determining the market cost for construction of a non-trunk item	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for work</i>
Prescribed Form F and checklist	Determining the establishment cost of land (current market value of a non-trunk item)	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for work; Recalculation of the establishment cost for land</i>
Prescribed Form G and checklist	Determining the market cost for construction of a trunk item	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for work</i>
Prescribed Form H and checklist	Recalculation of the establishment cost of land	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for land</i>
Prescribed Form I and checklist	Applying for an offset or refund	Part 4: Offset and refund for trunk infrastructure <i>Application of an offset and refund;</i> <i>Details of an offset and refund;</i> <i>Timing of an offset and refund</i>
Prescribed Form J and checklist	Adjusting the establishment cost or market cost to prescribed cost for construction of a trunk item or converted (approved) non-trunk item	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for work</i>
Prescribed Form K and checklist	Disputing the recalculation of the market cost or prescribed cost for construction of a trunk item or converted (approved) non-trunk item	Part 4: Offset and refund for trunk infrastructure <i>Recalculation of the establishment cost for work; Maximum construction on costs for work</i>

More information

For more information on prescribed forms and the calculation of infrastructure charges and offsets, visit www.brisbane.qld.gov.au and search for 'Brisbane Adopted Infrastructure Charges' or call Council on (07) 3403 8888.