* 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 [ ]**  |