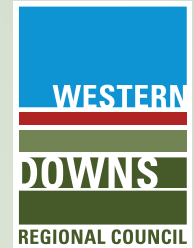


Roadmap to Development

RM5 – Request to Change



STEP 1:

Talk to a Council Town Planner about the changes.

Request a free pre-lodgement meeting and find out:

- Are the changes a 'minor' change or an 'other' change?
- What is the application fee?
- Are there any 'affected entities'?

STEP 2:

Make a Request to Change application with Council.

Have you...

- Considered the pre-lodgement meeting advice?
- Filled out the application form correctly?
- Included written consent from all Land Owners? (e.g. Mr Smith AND Mrs Smith)
- Provided supporting documents and plans?
- Paid the application fee?

STEP 3:

Notify affected entities (if applicable).

- What fees does the affected entity charge?
- Have you received a pre-request response notice from an affected entity?

STEP 4:

Await the affected entity's response (if applicable).

- Top tip:** the affected entity must respond within 15 business days of being notified.
- If no response is given, Council considers that there is no objection to the change.

STEP 6:

You have an approval!
What now?

- Have you read and understood the Decision Notice?
- How long is the approval valid?
- Are there Conditions of approval to comply with?
- Do you need to pay Infrastructure Charges?
- Do you need other approvals such as;
 - Operational Work?
 - Building Work?
 - Plumbing and Drainage?

Council will issue a Decision Notice within:

- 20 business days after receiving your application; OR
- Where there is an affected entity, 25 business days after receiving your application.

STEP 5:

Receive your Decision Notice from Council.