

Exemption Certificate Request Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when requesting an Exemption Certificate under section 46 of the *Planning Act 2016*.



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Applicant Details

Applicant name:

Contact name:

Postal address:

Preferred contact number:

Email address:

Property Details

Street Address

Lot on Plan Description

Unit No.	Street No.	Street Name and Suburb/Locality Name	Post Code	Lot No.	Plan Type and Plan No.

Description of Proposed Development

Please provide a description of the proposed development:

Trigger for Assessable Development

Please identify the trigger for Assessable Development for which the exemption certificate request relates to:

(for example, Material Change of Use for a Dwelling house in a flood hazard area, or Building Work Assessable Against the Planning Scheme for light posts in a flood hazard area)

Exemption Certificate Request Reason

Exemption certificates can only be issued in three (3) circumstances under the *Planning Act 2016*. Please tick the circumstance applicable to the development:

Section 46 (3)(b)(i)

The effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

Section 46 (3)(b)(ii)

The development was categorised as assessable development only because of particular circumstances that no longer apply.

Section 46 (3)(b)(iii)

The development was categorised as assessable development because of an error.

Please detail how the proposed development meets the above circumstance:

Referral Agency

Does the development require referral to a Referral Agency?

Written agreement from the Referral Agency is attached.

Written agreement is not attached.

Not applicable.

Supporting Documentation

Please provide details of plans and supporting information with the request as per the below:

Proposal plan/s

Additional supporting documentation

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.