

How do I make a MCU Development Application?

How do I make a Material Change of Use (“MCU”) application?

To apply for a MCU development application, submit the relevant DA forms from the Department of Infrastructure, Local Government and Planning's website: <https://planning.dilgp.qld.gov.au/planning/resources?query=DA%20form>

Ensure your application is properly made

For your application to be accepted and assessed by Council, you need to ensure the following is provided with your application:

Note: (DA Form 1 for an application involving code or impact assessment. DA Form 2 is only required when a combined MCU and Building Application is lodged).

- Provide all the necessary DA forms;
- Provide all the supporting information required by the forms. This includes, but is not limited to:
 - Site plans (drawn to scale) showing the existing site and location of existing and proposed buildings, driveway and vehicle access points, carparking area, landscaping, property boundaries, lot dimensions etc;
 - Location plan showing the points of interest surrounding the proposed site and the adjoining land uses, such as; main roads, schools, shopping centres etc;
 - Floor plans and elevations (drawn to scale) of any proposed buildings;
 - Assessment against the relevant provisions of relevant planning scheme – this is generally an assessment against a Zone Code from the relevant Planning Scheme;
 - A statement about the intensity and scale of the proposed use (e.g. number of visitors, number of seats, capacity of storage area etc.);
- Include [Owners Consent](#) of all owners of the site; and
- Pay the development application fees.

Council officers can provide assistance and guidance through the process.

Owners Consent

If the owner's details are not provided on the DA Form 1, you will need to attach a copy of the consent of the owner of the land to the development application.

Conditions of approval

If the application is approved, the Development Permit will include conditions for the development which may relate to provision of services to the site, landscaping, carparking and provision of suitable vehicle access and manoeuvring areas.

Council also requires payment of infrastructure charges (formerly known as headworks charges) to cover contributions towards the road, parks, water and other municipal networks. These are based on m² of new Gross Floor Area and Impervious Areas.