



# CHECKSHEET FOR CODE OR IMPACT ASSESSMENT WHERE ON OR ADJOINING THE SITE OF A HERITAGE PLACE

This checksheet has been designed to assist you in lodging an impact assessable planning application where on the site of a Heritage Place, and also a code assessable planning application where on land adjoining a Heritage Place or where on the site of a Heritage Place if the proposal is minor in nature. You are encouraged to fill in this checksheet and lodge it together with your application form and supporting plans and planning report. The development assessment officer responsible for assessing your application will then use this checksheet to assist in the efficient assessment of your application.

This checksheet only applies to Heritage Place sites listed in the **Heritage Register Planning Scheme Policy**.

The following general brochures may also assist you in lodging your application:

- *General Advice—3: What development is exempt under City Plan?*—this brochure explains when a proposal is exempt development and does not require a planning application
- *General Advice—7: How to prepare a code assessable application*—this brochure explains the key considerations in lodging and assessing a code assessable application
- *General Advice—8: How to prepare an impact assessable application*—this brochure explains the key considerations in lodging and assessing an impact assessable application.

Applicant: .....

Site Address: .....

RPD:.....

<b>Internal use only</b>
Prelodgement Application Number:.....

Prelodgement Advice (if applicable):.....

Name of the person who completed this checksheet and accepts responsibility for the accuracy of statements made in this checksheet:.....

Qualifications:.....

Trade or professional organisations: .....



### Compliance Statement

I, ..... (name of person who completed this checksheet) confirm that this checksheet has been correctly completed and the proposal complies with the Acceptable Solutions where stated in this checksheet and that, where Acceptable Solutions are not met, the proposal complies with the relevant Performance Criteria.

..... (signature of person responsible for statements made in this checksheet)

Note:

- components of this checksheet for internal use only are indicated in the shaded areas.

### Summary of compliance:

Once you have finished filling out this check sheet, list the Acceptable Solutions in the Heritage Place Code that your proposal has not complied with and reasons for non-compliance/how corresponding Performance Criteria has been complied with:

A/S	Reasons for non-compliance/how corresponding Performance Criteria has been complied with

## A Summary

Building work (including demolition), operational work or subdivision on a site that includes a Heritage Place or on a site adjoining a Heritage Place may be code or impact assessable. Such development is always assessed against the Heritage Place Code. No other Codes will be used in assessing this aspect of the application. However, *development will also be assessed against the Codes that would have been relevant in any other situation, i.e. where not located on, or adjoining, a Heritage Place.*

The Heritage Place Code has three sections, referring respectively to a Heritage Place with:

- cultural heritage significance
- special cultural significance to Indigenous people
- natural heritage significance

## Where on a site of a Heritage Place

Development (including demolition) is impact assessable where it involves:

- partial or total demolition or removal of a Heritage Place
- building work or operational work comprising:
  - alterations to a Heritage Place, unless considered to be code assessable
  - a change to landscaping, fencing or natural features of land referred to in the citation for the Heritage Place
  - additions or extensions to a Heritage Place unless considered to be code assessable
  - erecting a new or separate building
- reconfiguring a lot

Development (including demolition) is code assessable (unless subject to the *Standard Building Regulation 1993*) where:

- minor building work (refer to General advice brochure 'What development is exempt under City Plan?')
- minor demolition work (refer to General advice brochure 'What development is exempt under City Plan?')
- approval has been issued under the *Queensland Heritage Act 1992* where the Heritage Place is included in the Queensland Heritage Register

Note:

*Schedule 8 of the Integrated Planning Act 1997 and Schedule 5 of the Standard Building Regulation 1993 should be consulted to identify if any building work is exempt or self assessable development.*

Note:

*This Code will not apply to any assessable development where the work constitutes 'Excluded Work' pursuant to Section 8 of the Queensland Heritage Regulation 1992 and where the Heritage Place is included in the Queensland Heritage Register.*

## Where on a site adjoining a Heritage Place

Development (including demolition) is code assessable where it involves:

- building work except for a house, or
- a change to landscaping, fencing or natural features of land referred to in the citation for the adjoining Heritage Place except for a house, or
- reconfiguring a lot

Minor building work and minor demolition work on a site adjoining a Heritage Place is exempt development.

### A1 Is the development you are applying for:

- Located on a Heritage Place
- Located on a Heritage Place and comprising minor building work and/or minor demolition work only
- Located on a site adjoining a Heritage Place

### Internal use only

Is the development being applied for:

- Located on a Heritage Place
- Located on a Heritage Place and comprising minor building work and/or minor demolition work only
- Located on a site adjoining a Heritage Place

**A2 Does the Heritage Place have:**

- cultural heritage significance?
- special cultural significance to Indigenous people?
- natural heritage significance?

**A3 Is the proposal code assessable or impact assessable?**

- Code assessable
- Impact assessable

**A4 Is the site located in a Local Plan area?**

- yes  no

If yes, specify: Local Plan: .....

Precinct: .....

**Does the Local Plan change the level of assessment?**

- yes  no

If yes, specify new level of assessment: .....

**Does the Local Plan contain a Local Plan Code?**

- yes  no

If yes, specify any Local Plan Code Acceptable Solutions or Performance Criteria that must be complied with and list in Section B2 of this checksheet.

**A5 Primary Code/s against which the application must be assessed:**

Heritage Place Code

**A6 Secondary Code/s against which the application may need to be assessed in specific circumstances:**

Nil—however, the application must be assessed against the Codes that would have normally applied if the proposal had not been located on, or adjoining, a Heritage Place

**A7 Lawful point of discharge for stormwater**

Has a lawful point of discharge for roof and surface water runoff, in accordance with Council's current *Subdivision and Development Guidelines*, been obtained?

- yes  no

Specify the manner in which roof and surface water runoff from the proposed development will be catered for .....

.....  
.....

**Internal use only**

Is the proposal code assessable or impact assessable?

Code assessable

Impact assessable

**Internal use only**

Is the site in a Local Plan Area that changes this level of assessment or includes additional Code requirements?

yes  no

## B Demonstrate compliance with Primary Code/s

### B1 Heritage Place Code

Provide information in your application demonstrating that the proposal complies with the Primary Code. Note that:

- in using the Code, a proposal will be assessed against ALL Acceptable Solutions unless the Code specifies otherwise
- if you comply with an Acceptable Solution, you must provide advice on how your proposal complies
- if an Acceptable Solution is not applicable, you must identify why it is not applicable
- if the proposal does not comply with a particular Acceptable Solution it will then be assessed against the corresponding Performance Criteria
- if you are referred to the Performance Criteria, you must provide information to demonstrate how your proposal meets the Performance Criteria
- it is therefore important that you address every Acceptable Solution or corresponding Performance Criteria in your application
- non-compliance with a particular Acceptable Solution and consequent assessment against the corresponding Performance Criteria does not change the level of assessment
- advice on the type and quality of information that should be provided either in this checksheet, or in your planning report and/or supporting plans to demonstrate compliance with this Code are shown in *italics* in this table. If this information is provided up front in your application it is unlikely that a request for additional information will be made.

#### 1. Cultural Heritage Significance

Does the proposal comply with each of the Code's Acceptable Solutions? If not, go straight to the corresponding Performance Criteria	IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?	How has compliance with the Code been demonstrated? (may include reference to relevant sections of a planning report or to attached drawings/plans)	Internal use only Has compliance with AS/PC been demonstrated? Is a request for additional information required?
<b>Development of or in a Heritage Place</b>			
<b>A1</b> <input type="checkbox"/> <i>complies</i> <i>Provide a report that verifies the proposal has been prepared in accordance with the Australia ICOMOS Charter for the Conservation of 'Burra Charter' Places of Cultural Significance 1998</i>  <input type="checkbox"/> <i>does not comply (go to P1)</i>	<b>P1</b> <i>Provide evidence that the proposed development shall not damage the cultural heritage significance of the Heritage Place, but provides for its future protection</i>		

<p><b>Does the proposal comply with each of the Code's Acceptable Solutions?</b> If not, go straight to the corresponding Performance Criteria</p>	<p><b>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</b></p>	<p><b>How has compliance with the Code been demonstrated?</b> (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p><b>Internal use only</b> <b>Has compliance with AS/PC been demonstrated? Is a request for additional information required?</b></p>
<p><b>A2</b></p> <p><input type="checkbox"/> <i>complies</i> <i>Provide a report that verifies the proposal has been prepared in accordance with the Guidelines to the Burra Charter: Cultural Significance</i></p> <p><input type="checkbox"/> <i>does not comply (go to P2)</i></p>	<p><b>P2</b></p> <p><i>Provide a detailed report and accompanying plans to demonstrate that the proposal takes account of all aspects of the cultural significance of the Heritage Place</i></p>		
<p><b>A3</b></p> <p><input type="checkbox"/> <i>complies</i> <i>Provide a report that verifies the proposal has been prepared in accordance with the Guidelines to the Burra Charter: Conservation Policy</i></p> <p><input type="checkbox"/> <i>does not comply (go to P3)</i></p>	<p><b>P3</b></p> <p><i>Provide a detailed report and accompanying plans to demonstrate how the proposed development will protect the fabric and setting of the Heritage Place, while providing for its use, interpretation and management</i></p>		
<p><b>A4</b></p> <p><input type="checkbox"/> <i>complies</i> <i>Provide a report that verifies the proposal has been prepared in accordance with the Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports</i></p> <p><input type="checkbox"/> <i>does not comply (go to P4)</i></p>	<p><b>P4</b></p> <p><i>Provide evidence that public consultation has been completed in accordance with the guidelines contained in Section 4.7 of the Australia ICOMOS Charter for the Conservation of Places of Heritage Significance</i></p>		
<p><b>Development on land adjoining a Heritage Place</b></p>			
<p><b>Operational work or changes to buildings</b></p>			
<p><b>A1</b></p> <p><i>No Acceptable Solution is prescribed (go to P1)</i></p>	<p><b>P1</b></p> <p><i>Provide evidence that the proposed development will not impact on the significant features of the adjoining Heritage Place site</i></p>		

<p><b>Does the proposal comply with each of the Code's Acceptable Solutions?</b> If not, go straight to the corresponding Performance Criteria</p>	<p><b>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</b></p>	<p><b>How has compliance with the Code been demonstrated?</b> (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p><b>Internal use only</b> <b>Has compliance with AS/PC been demonstrated? Is a request for additional information required?</b></p>
<b>Subdivision</b>			
<p><b>A2</b> <i>No Acceptable Solution is prescribed (go to P2)</i></p>	<p><b>P2</b> <i>Provide evidence, including a context plan, to demonstrate that the proposed subdivision will not contribute to any impact on the significant features of the adjoining Heritage Place site</i></p>		

**2. Special Cultural Significance to Indigenous People**

<p><b>Does the proposal comply with each of the Code's Acceptable Solutions?</b> If not, go straight to the corresponding Performance Criteria</p>	<p><b>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</b></p>	<p><b>How has compliance with the Code been demonstrated?</b> (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p><b>Internal use only</b> <b>Has compliance with AS/PC been demonstrated? Is a request for additional information required?</b></p>
<b>Development of or in a Heritage Place</b>			
<p><b>A1</b> <i>No Acceptable Solution is prescribed (go to P1)</i></p>	<p><b>P1</b> <i>Provide evidence that the proposed development will not have a negative impact on the culturally significant features of the Heritage Place as identified by the Indigenous people for whom the place is significant</i></p>		

### 3. Natural Heritage Significance

<p>Does the proposal comply with each of the Code's Acceptable Solutions? If not, go straight to the corresponding Performance Criteria</p>	<p>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</p>	<p>How has compliance with the Code been demonstrated? (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p>Internal use only Has compliance with AS/PC been demonstrated? Is a request for additional information required?</p>
<p><b>Development of or in a Heritage Place</b></p>			
<p><b>A1</b> <input type="checkbox"/> <i>complies</i> <i>Provide an Environmental Management Plan to demonstrate that the natural heritage values of the site will not be adversely affected</i>  <input type="checkbox"/> <i>does not comply (go to P1)</i></p>	<p><b>P1</b> <i>Provide documentary evidence that the proposed development will not adversely impact on the natural features and ecological values of the site as identified in Schedules 1,3,4 &amp; 5 of the Natural Assets Planning Scheme Policy</i></p>		
<p><b>Development on land adjoining a Heritage Place</b></p>			
<p><b>A1</b> <i>No Acceptable Solution is prescribed (go to P1)</i></p>	<p><b>P1</b> <i>Provide a landscape assessment report identifying significant landscape features in context of the proposed development</i></p>		
<p><b>A2.1</b> <input type="checkbox"/> <i>complies</i> <i>Provide evidence demonstrating that the design and construction of all major and minor stormwater run—off management measures for the proposal comply with the Council's current Subdivision and Development Guidelines and where applicable a Stormwater Management Plan or a Local Stormwater Management Plan prepared by Council</i>  <input type="checkbox"/> <i>does not comply (go to P2)</i></p>	<p><b>P2</b> <i>Provide a hydraulic report to demonstrate that the proposed development will not impact on the natural drainage of stormwater from, into or around the Heritage Place</i></p>		

<p><b>Does the proposal comply with each of the Code's Acceptable Solutions?</b> If not, go straight to the corresponding Performance Criteria</p>	<p><b>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</b></p>	<p><b>How has compliance with the Code been demonstrated?</b> (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p><b>Internal use only</b> <b>Has compliance with AS/PC been demonstrated? Is a request for additional information required?</b></p>
<p><b>A2.2</b></p> <p><input type="checkbox"/> <i>complies</i> Provide evidence that any drainage design will:</p> <ul style="list-style-type: none"> <li>• Allow for risk associated with blockages</li> <li>• Prevent prolonged ponding</li> <li>• Identify the lawful point of discharge</li> <li>• Ensure ready access for maintenance</li> <li>• Allow for practical maintenance requirements</li> <li>• Achieve acceptable risk to property and to public safety associated with floodways, causeways and overland flow paths</li> </ul> <p><input type="checkbox"/> <i>does not comply (go to P2)</i></p>			
<p><b>A3</b></p> <p><input type="checkbox"/> <i>complies</i> Provide evidence that the ecologically significant features of the Heritage Place site have been identified and shall be retained and protected by the proposed development</p> <p><input type="checkbox"/> <i>does not comply (go to P3)</i></p>	<p><b>P3</b></p> <p><i>Provide evidence that the ecologically significant features of the adjoining Heritage Place site have been identified and shall be retained and protected from any impact of the proposed development</i></p>		

<p><b>Does the proposal comply with each of the Code's Acceptable Solutions?</b> If not, go straight to the corresponding Performance Criteria</p>	<p><b>IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?</b></p>	<p><b>How has compliance with the Code been demonstrated?</b> (may include reference to relevant sections of a planning report or to attached drawings/plans)</p>	<p><b>Internal use only</b> <b>Has compliance with AS/PC been demonstrated? Is a request for additional information required?</b></p>
<p><b>A4</b></p> <p><input type="checkbox"/> <i>complies</i> <i>Provide evidence that the proposed development shall meet the management intent for any Significant Flora Species, Significant Vegetation Species or Significant Vegetation Communities as defined in the Natural Assets Planning Scheme Policy</i></p> <p><input type="checkbox"/> <i>does not comply (go to P4)</i></p>	<p><b>P4</b></p> <p><i>Provide a landscape concept plan identifying the proposed flora species, the habitat value of those species and how they shall integrate with the flora and fauna of the adjoining Heritage Place site</i></p>		
<p><b>A5</b></p> <p><input type="checkbox"/> <i>complies</i> <i>Provide an ecological assessment report to demonstrate that any proposed ecological corridors shall be designed in accordance with the principles contained in the Brisbane City Council Ecological Assessment Guidelines 1998</i></p> <p><input type="checkbox"/> <i>does not comply (go to P5)</i></p>	<p><b>P5</b></p> <p><i>Provide an ecological assessment report to demonstrate that existing ecological corridors are retained</i></p>		

## B2 Relevant Local Plan Code

Provide information in your application demonstrating that the proposal complies with the relevant Local Plan Code. Note that:

- in using the Code, a proposal will be assessed against ALL Acceptable Solutions unless the Code specifies otherwise
- if you comply with an Acceptable Solution, you must provide advice on how your proposal complies
- if an Acceptable Solution is not applicable, you must identify why it is not applicable
- if the proposal does not comply with a particular Acceptable Solution it will then be assessed against the corresponding Performance Criteria
- if you are referred to the Performance Criteria, you must provide information to demonstrate how your proposal meets the Performance Criteria
- it is therefore important that you address every Acceptable Solution or corresponding Performance Criteria in your application
- non—compliance with a particular Acceptable Solution and consequent assessment against the corresponding Performance Criteria does not change the level of assessment.

Name of Local Plan Code:			
Does the proposal comply with each of the Code's Acceptable Solutions? If not, go straight to the corresponding Performance Criteria	IF NOT complying with a specific Acceptable Solution, does the proposal meet the Code's corresponding Performance Criteria?	How has compliance with the Code been demonstrated? (may include reference to relevant sections of a planning report or to attached drawings/plans)	Internal use only Has compliance with AS/PC been demonstrated? Is a request for additional information required?
<i>Please provide a planning report and supporting plans to demonstrate compliance with this Local Plan Code</i>			

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