

FORM: Minor Change (Tier 2) Application

This form is to be used for all Minor Change (Tier 2) Applications in **addition** to the [Queensland Government – Change Application Form](#). Minor Change (Tier 2) Applications are **limited** to:

- Amendment(s) to building envelope(s) or development control plan(s)
- Changes to plan references only.

Do **not** use this form for the following changes, which are not eligible for processing as a Minor Change (Tier 2) Application and require **only** the [Queensland Government – Change Application Form](#):

- Updated/amended technical or specialist reports
- Changes to stage boundaries or the creation of stages
- Consequential changes to the conditions of approval
- New conditions or amendments to conditions.

All parts of this form must be completed. Any supporting information identified in the form must be included with the application, unless otherwise stated. Failure to do so will result in the application being ineligible for the reduced fee for a Minor Change (Tier 2) Application and the full Minor Change (Tier 3) Application fee will be charged under the Register of Cost Recovery Fees and Charges available on Council's [website](#). **Council will endeavour to process the application within 10 business days.**

Note: All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

Section 1: Existing Development Approval Subject To This Change

Existing approval	Reference number: Date issued:
Approval type	<input type="checkbox"/> Development permit: <input type="checkbox"/> Building works <input type="checkbox"/> Reconfiguring a Lot

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy.

	<input type="checkbox"/> Material Change of Use <input type="checkbox"/> Operational Works <input type="checkbox"/> Environmentally relevant activity Date issued:
	<input type="checkbox"/> Variation approval / Preliminary approval (s242 under <i>Sustainable Planning Act 2009</i>) Date issued:
	<input type="checkbox"/> Preliminary approval <input type="checkbox"/> Building works <input type="checkbox"/> Reconfiguring a Lot <input type="checkbox"/> Material Change of Use <input type="checkbox"/> Operational Works <input type="checkbox"/> Environmentally relevant activity Date issued:
	Comments: <i>(if required/applicable)</i>

Section 2: Proposed Change(s)

Section 3: Application Fee

The fee for this application is set by resolution of Council and must be paid when the application is lodged. You can find the current fee in:

- The Register of cost recovery fees and charges published on Council's [website](#); or
- The [Logan PD Hub](#), which includes a Development Fees Estimator

Note: If Council determines that this application is not a Minor Change (Tier 2) due to other changes being required (e.g. to conditions), Council will issue an invoice for the relevant additional outstanding fees.

Section 4: Applicant Declaration

Declaration	<input type="checkbox"/> By checking this box I understand and acknowledge that: a) Under Section 8.5 of the <i>Local Government (Planning & Environment) Act 1990</i> (the Act), a person who furnishes a document that is false or misleading in a material particular, whether by way of a statement in or omission from the document, commits an offence against the Act. b) Council reserves the right to request and invoice the relevant fee if it becomes evident that any information or supporting documents provided is incomplete or false. c) I approve of the information that has been provided in this application. d) Authority is granted for Council to reproduce and / or copy any documents and plans. e) Council may use the details I provide below to contact me in relation to the processing of this application.
Contact name	
Contact number	
Email address	
Signature	
Date	

Note: By providing this email address you are giving consent to Council to use this address to communicate with you in relation to this service.