

MATERIAL CHANGE OF USE FACT SHEET

What is a Material Change of Use?

A Material Change of Use can mean any of the following:

- 1) The start of a new use of premises
- 2) The re-establishment on the premises of a use that has been abandoned, and
- 3) A material increase in the intensity or scale of the use of the premises.

What do I Need to Lodge a Development Application?

To lodge a properly made Development Application, you will need to provide:

- 1) Completion of [DA Form 1](#) (including owners consent)
- 2) [Plans of Development](#) (including Site, Floor, Elevation and Landscaping Plans)
- 3) Payment of [Council Fee](#), and
- 4) [Town Planning Report](#) including assessment against the [Charters Towers Regional Town Plan 2](#).

Depending on the nature of the application, technical reports may also need to be provided such as waste, traffic or stormwater. It suggested that you liaise with Council's Planning and Development Department prior to lodgement to confirm this.

Will I Need to Carry Out Public Notification?

Public Notification is only required for Impact Assessable Development Applications. If required, public notification will need to be carried out for a minimum of 15 business days and involve:

- 1) [Publishing a notice in the Townsville Bulletin](#)
- 2) [Placing a notice on the subject site](#), and
- 3) Giving notice to adjoining land owners.

During this time, submissions may be received from members of the public. If received, the application will then need to be decided by Council at one of its future General Meetings.

For more guidance on submissions or how to write a submission please review the [How to Prepare a Properly Made Submission - Fact Sheet](#).

What Will My Development Permit contain?

Once approved, your Development Permit will:

- 1) Contain development conditions that you must comply with prior to commencing the use such as:
 - a) Complying with any referral agency conditions
 - b) Obtaining subsequent Development Permits for Building, Plumbing and Drainage or Operational Works
 - c) Ensuring works during construction and operation maintain the character and amenity of the surrounding locality
 - d) Connecting to or providing infrastructure such as roads, driveway crossovers, vehicle parking, waste, water, sewer, telecommunication or electricity
- 2) Include the approved Plans of Development
- 3) Include an infrastructure charge, and
- 4) Have a currency of only six years.

When Can I Start the Use?

Once the appeal period is completed and all development conditions of all Development Permits have been complied with, you are then to request a compliance inspection from Council. Once carried out by Council Officers, you will then receive formal correspondence declaring that the use may commence

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2002*.

What Use Can I Apply for?

Charters Towers Regional Town Plan Version 2 - Table SC1.1.1—Index of use definitions

Index for use definitions		
Adult store	Hardware and trade supplies	Place of worship
Agricultural supplies store	Health care service	Port service
Air service	High impact industry	Relocatable home park
Animal husbandry	Home-based business	Renewable energy facility
Animal keeping	Hospital	Research and technology industry
Aquaculture	Hotel	Residential care facility
Bar	Indoor sport and recreation	Resort complex
Brothel	Intensive animal husbandry	Retirement facility
Bulk landscape supplies	Intensive horticulture	Roadside stall
Caretaker's accommodation	Landing	Rooming accommodation
Car wash	Low impact industry	Rural industry
Cemetery	Major electricity infrastructure	Rural workers' accommodation
Childcare centre	Major sport, recreation and entertainment facility	Sales office
Club	Marine industry	Service industry
Community care centre	Market	Service station
Community residence	Medium impact industry	Shop
Community use	Motor sport facility	Shopping centre
Crematorium	Multiple dwelling	Short-term accommodation
Cropping	Nature-based tourism	Showroom
Detention facility	Nightclub entertainment facility	Special industry
Dual occupancy	Non-resident workforce accommodation	Substation
Dwelling house	Office	Telecommunications facility
Dwelling unit	Outdoor sales	Theatre
Educational establishment	Outdoor sport and recreation	Tourist attraction
Emergency services	Outstation	Tourist park
Environment facility	Park	Transport depot
Extractive industry	Parking station	Utility installation
Food and drink outlet	Party house	Veterinary service
Function facility	Permanent plantation	Warehouse
Funeral parlour		Wholesale nursery
Garden centre		Winery

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