

Affordable Housing Guideline

Guideline Identifier:	LUP-004-001-G
Approved by:	General Manager Community & Customer Services
Date of Approval:	14 December 2023
Effective Date:	14 December 2023
Review Date:	14 December 2026
Version:	1

Scope

This guideline supports the Affordable Housing Policy and applies to registered Community Housing Providers (CHPs) that are seeking access to the incentives provided for within the Affordable Housing Policy.

Purpose

To outline the details of available incentives and the criteria that will be used to determine eligibility.

Actions and Responsibilities

Registered CHPs can apply for the following incentives:

- Free access to Council's pre-lodgement service.
- A 50% discount (aggregate) on development application fees and adopted charges, up to a maximum value of \$250,000 per development application.
- Reduced assessment timeframes for development applications.

At its absolute discretion, Council reserves the right to:

- Refuse access to the incentives provided for under the Affordable Housing Policy.
- Provide access to the incentives provided for within the Affordable Housing Policy where a registered CHP does not satisfy all of the relevant eligibility criteria. In such circumstances and where a registered CHP makes a written request, Council may consider approving access to the financial incentives at a General Meeting.

Eligible Development Applications

Eligible development applications must meet the following criteria:

- Are located with the Redland City Council local government area.
- The development is being undertaken by a Registered CHP.
- Are for a material change of use for a residential development.
- Are located within one or more of the following zones:
 - Low-medium density residential zone.
 - Medium density residential zone (including precincts).
 - Principal centre zone.
- Are located within an Affordable Housing Development Area (refer to maps 1 and 2 in [Appendix 1](#)).
- Trigger a code assessable material change of use development application.

Affordable Housing Guideline

- Incorporate an affordable housing development component.
- Are accompanied by evidence from an appropriately qualified expert which demonstrates to the Council's satisfaction that the development contains an affordable housing development component.

Note:

- *The policy does not apply to other forms of development including reconfiguring a lot, building work, plumbing or drainage work or operational work.*
- *The policy does not apply to development undertaken as part of a Ministerial Infrastructure Designation.*
- *The policy can be applied to applications that are currently being assessed by Council as well as new applications lodged following the commencement of the policy.*

Incentive Details

Incentives are provided on the following basis:

Item 1 – Pre-lodgement Meeting

- One (1) free pre-lodgement per eligible development application can be accessed.

Item 2 – Development application fee and adopted charges discounts.

- The total funds, to be allocated from foregone revenue and made available under this guideline for discounts to application fees and infrastructure charges, is \$1 million dollars. Eligible development applications are entitled to a maximum financial discount of \$250,000 each, which is an aggregated total of reduced development application fees and reduced adopted charges. For example, if an eligible development application has its development application fee reduced by 50% and this represents a value of \$10,000, the maximum financial discount for the adopted charges is \$240,000.
- Development application fee discounts will be in the form of reduced fees (for applications yet to be lodged with Council), or the partial refund of fees (for applications that have been lodged with Council prior to an application for eligibility being approved).
- Discounts to development application fees and adopted charges will be available until 30 June 2029, or until the total funding pool is expended (whichever occurs sooner).
- Incentives only apply to that part of a development application which involves an affordable housing development component.
- The discount on adopted charges will only be provided where:
 - An adopted charge under the *Planning Act 2016* applies and an infrastructure charges notice is given in accordance with the *Planning Act 2016*; and
 - The use commences in accordance with the relevant period under the *Planning Act 2016*, or by 30 June 2029 (whichever is the earliest).
 - Registered CHPs applying for these incentives must agree to prepare and register a covenant on title, binding the development to the provision of affordable housing for a minimum of 15 years. The instrument of covenant is to be prepared by or on behalf of the applicant and provided to Council in the terms approved by the Chief Executive Officer. The covenant must be registered on title prior to the use commencing.

Item 3 – Reduced Assessment timeframes.

- Where a material change of use development application meets the above eligibility criteria and is lodged with Council for assessment, Council is committed to expediting the assessment timeframes.
- Under the Development Assessment Rules, the assessment manager's decision period is 35 days.

Affordable Housing Guideline

- Where a development application meets the eligibility criteria for financial incentives as detailed in this guideline, Council will endeavour to assess and decide the development application within 20 business days.
- Additional criteria to those listed above apply including:
 - The development application must not require referral to a referral agency or must include a pre-referral agency response, in accordance with section 57 of the *Planning Act 2016*.
 - No information request is issued by Council for the development application.

Note:

- *In accordance with section 22.1 (b) of the Development Assessment Rules, a decision notice will be given within 5 days of deciding the application.*
- *Although Council is committed to reducing the decision period from 35 down to 20 business days for applications which meet the eligibility criteria, the provisions of the Development Assessment Rules apply. In some circumstances, the full 35 business day period (or a further period agreed between the assessment manager and the applicant) may be required.*

Eligibility Application Process

To apply for the incentives outlined in this policy, an eligibility application must be made to Council using the application forms attached to this policy as follows:

Application Type	Application Form
To apply for a free pre-lodgement meeting.	Appendix 2 : Eligibility Application Form 1 – Pre-Lodgement Meeting.
To apply for: <ul style="list-style-type: none"> • reduced application fees; and/or • reduced adopted charges; and/or • an expedited development assessment timeframe. 	Appendix 3 : Eligibility Application Form 2 – Development Application.

The application is to be made by or on behalf of a Registered CHP.

Once lodged with Council, an assessment will be undertaken by officers within the City Planning and Assessment Group, to determine compliance with the eligibility criteria. Council officers will decide on the eligibility of the application and advise the applicant of the outcome within the following timeframes:

Application Type	Timeframe to determine the application
For an application for a free pre-lodgement meeting.	Within 5 business days of receiving the application.
For an application for reduced application fees and/or adopted charges and an expedited development assessment timeframe.	Within 10 business days of receiving the application.

Note:

Failure of Council officers to determine the application within the above timeframes does not result in the automatic approval of the application. Formal, written approval confirming the eligibility of the application is required prior to any incentives being provided.

Officers will assess and approve requests in accordance with established delegations held by the Group Manager, City Planning and Assessment.

As noted in this guideline, where a development does not satisfy all of the relevant eligibility criteria, a registered CHP can make a written request to Council to consider approving access to the incentives at a General Meeting. Where such a request is made, the eligibility of the application will be decided at the General Meeting.

Affordable Housing Guideline

Definitions

Term	Definition
Adopted Charge	See the <i>Planning Act 2016</i>
Affordable Housing	See Schedule 4 of the <i>Planning Regulation 2017</i>
Affordable Housing Development	Housing that is: a) Affordable Housing b) owned or leased by a Registered Community Housing Provider c) managed by a Registered Community Housing Provider.
Affordable Housing Development Area	An allotment which is fully or partially located within a one (1) kilometre radius of the Cleveland train station or Capalaba bus station, as identified in Appendix 1 of this guideline.
Chief Executive Officer	Council's Chief Executive Officer
Community Housing Service	See the <i>Housing Act 2003</i> .
Council	Redland City Council
Day	See the Development Assessment Rules under the <i>Planning Act 2016</i>
Development	See the <i>Planning Act 2016</i>
Development Application	See the <i>Planning Act 2016</i>
Development Approval	See the <i>Planning Act 2016</i>
National Register	See the <i>Housing Act 2003</i> .
Referral agency	See the <i>Planning Act 2016</i>
Registered Community Housing Provider (CHP)	Means an entity that provides a Community Housing Service that is registered on the National Register or State Register.
Residential Development	see the <i>Planning Regulation 2017</i> .
State Register	See the <i>Housing Act 2003</i> .

Reference Documents

This guideline has been developed to support the application or administration of Council's Affordable Housing Policy.

Associated Documents

LUP-001-P Affordable Housing Policy (A7803488)

Document Control

Only an ELT member (of the relevant Department/Group) can approve amendments to this document.

Any requests to change the content of this document must be forwarded to relevant Service Managers(s).

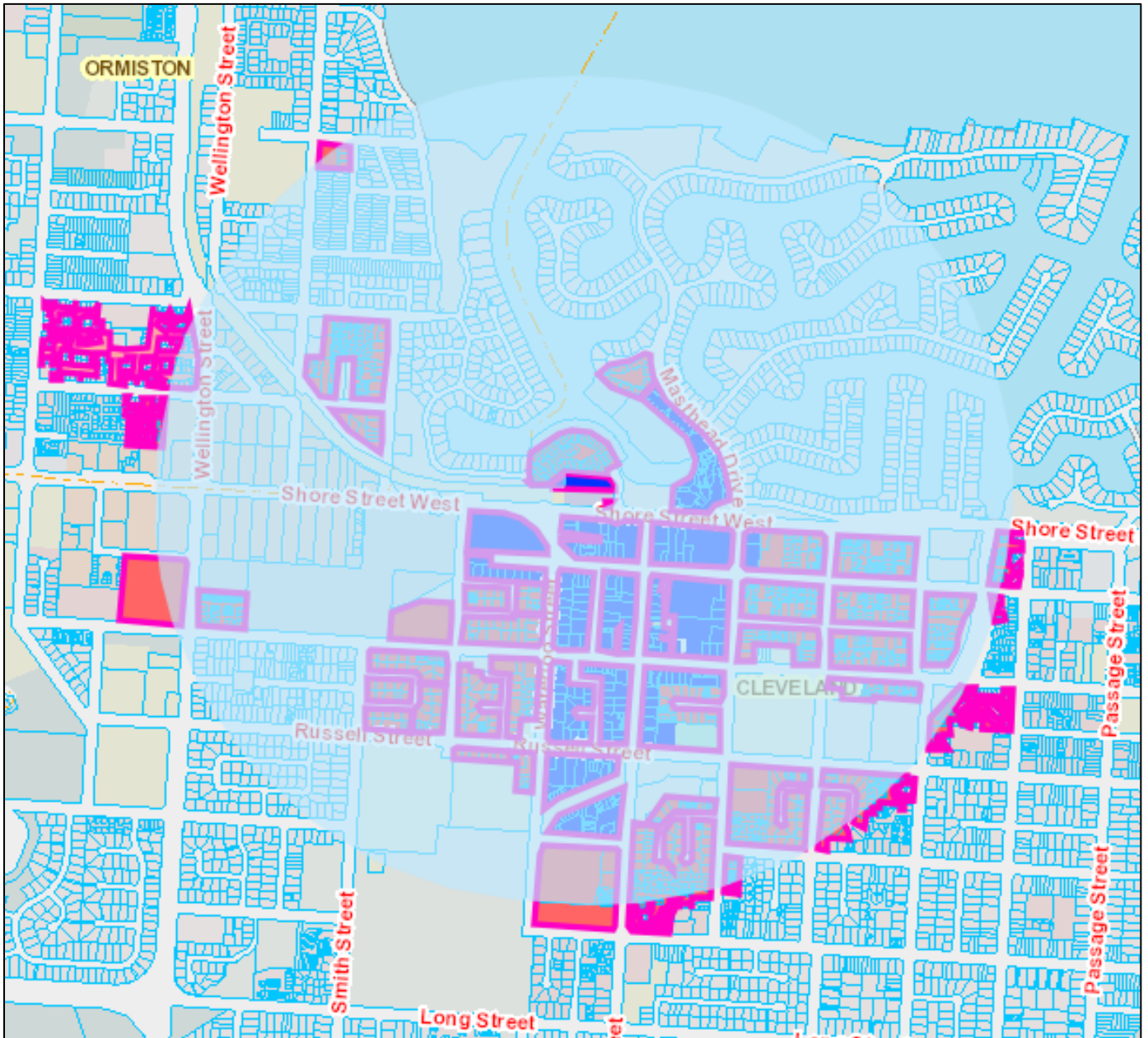
Reviewed documents must be submitted to the Corporate Meetings and Registers Team for progress to approval, publishing and registration.

Version Information

Version number	Date	Key Changes
1	2023	New Guideline

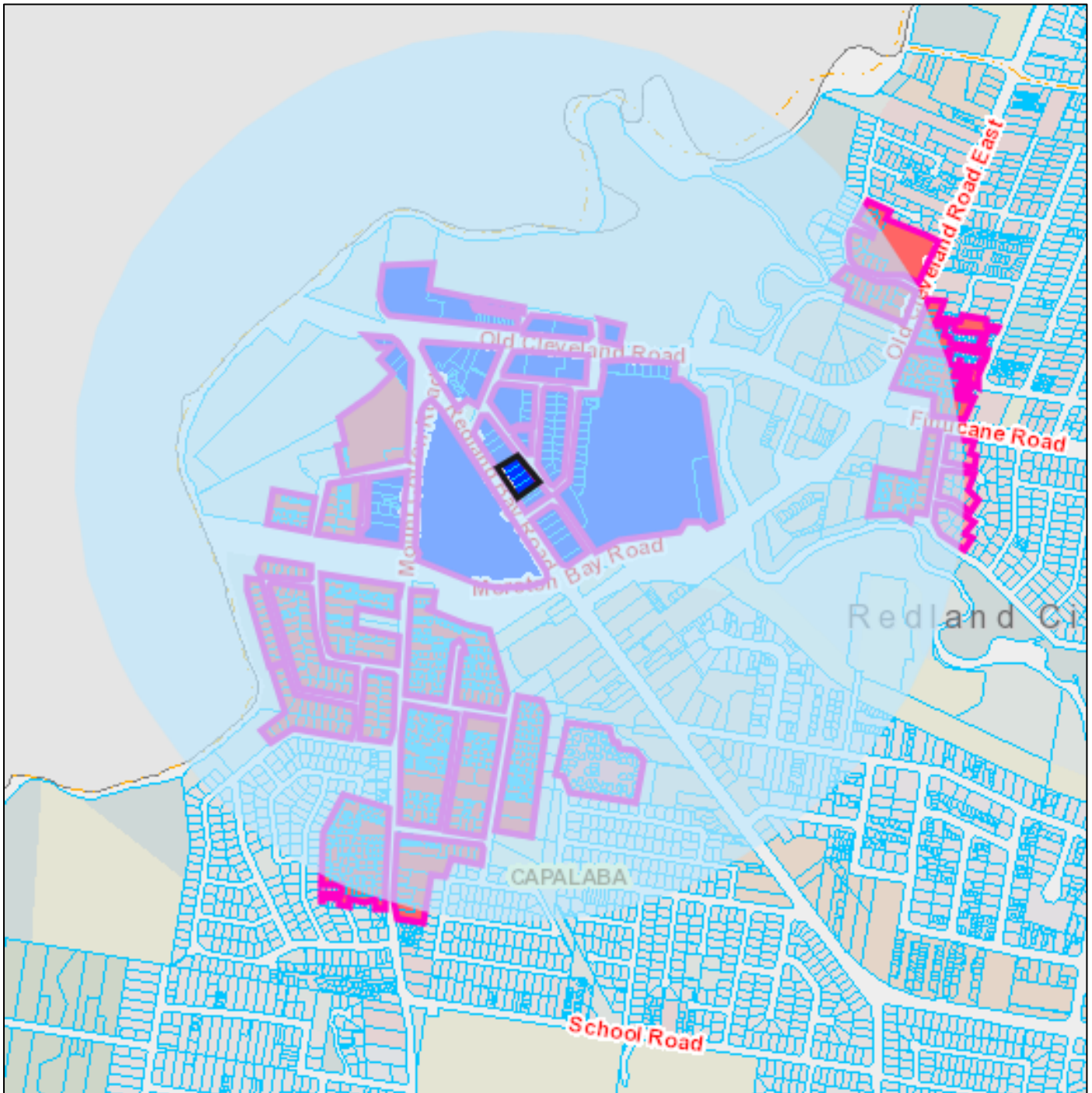
Affordable Housing Guideline

Appendix 1 - Affordable Housing Development Areas



MAP 1 – Suitably zoned properties within 1km radius of Cleveland Train Station

Affordable Housing Guideline



MAP 2 – Suitably zoned properties within 1km radius of Capalaba Bus Station

Affordable Housing Guideline

Appendix 2

Affordable Housing Policy

Eligibility Application Form 1 – Pre-Lodgement Meeting

This form is to be used to apply for a free pre-lodgement meeting with Council under Redland City Council's Affordable Housing Guideline.

Further details regarding the pre-lodgement meeting service offered by Council are available on Council's website at:

https://www.redland.qld.gov.au/info/20201/development_application_process/365/our_pre-lodgement_services

This form can be submitted prior to or as part of an application being made for a pre-lodgement meeting. Where lodging as part of a pre-lodgement application, the completed 'Pre-Lodgement Meeting Application' form available on the above website will also need to be completed and provided with the application.

	Eligibility Criteria	Complies
1.	The development application is being undertaken by a Registered Community Housing Provider. Provide Details:	Yes/No
2.	The development application is for a material change of use for a residential development. Provide details:	Yes/No
3.	The development application triggers a code assessable development. Provide Details:	Yes/No

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Department: Community and Customer Services	Group: City Planning and Assessment	Page 7 of 11
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Affordable Housing Guideline

4.	<p>The development application involves an Affordable Housing Development. <i>Note - Evidence is to be provided from an appropriately qualified expert which demonstrates to the Council's satisfaction that the development contains an Affordable Housing Development component.</i></p> <p>Provided Details:</p>	Yes/No
<p><i>Note – proposal plans will be needed to demonstrate compliance with the above criteria.</i></p>		
5.	The development application is located on a lot which is:	
5a.	<ul style="list-style-type: none"> • located with the Redland City Council local government area. 	Yes/No
5b.	<ul style="list-style-type: none"> • located within one or more of the following zones: <ul style="list-style-type: none"> ○ Low-medium density residential zone; ○ Medium density residential zone (including precincts); ○ Principal centre zone. 	Yes/No
5c.	<ul style="list-style-type: none"> • located on a lot that is fully or partially located within a one (1) kilometre radius of the Cleveland train station or Capalaba bus station (refer to Appendix 1 of the guideline). 	Yes/No
<p>Provide Details to support criteria 5a, b and c:</p>		
6.	Has a free pre-lodgement meeting for the proposed development already been undertaken?	Yes/No

Affordable Housing Guideline

Appendix 3

Affordable Housing Policy

Eligibility Application Form 2 – Development Application

This form is to be used to apply for the following aspects of Redland City Council's Affordable Housing Policy:

- 50% discount on development application fees.
- 50% discount on adopted charges.
- Expedited development assessment timeframe.

Note – A maximum aggregate discount of \$250,000 per development applies.

This form can be submitted prior to or as part of the lodgement of a development application for a material change of use. If lodging as part of a development application, please be advised that the development application will be 'not properly made' until the application to confirm eligibility under the Affordable Housing Guideline is decided and the agreed application fee paid (unless the full application fee is paid upfront). It is therefore recommended that this application is lodged prior to the development application being lodged with Council.

If the development application has previously been lodged with Council, provide the details of the development application reference number here:

MCU _____

Please select what aspects of the Affordable Housing Policy you are applying for:

- 50% discount on development application fees;
- 50% discount on adopted charges;
- Expedited development assessment timeframe.

Please complete the following table to demonstrate the proposed development application meets the eligibility criteria outlined in the Guideline:

	Eligibility Criteria	Complies
1.	The development application is being undertaken by a Registered Community Housing Provider. Provide Details:	Yes/No

Affordable Housing Guideline

2.	<p>The development application is for a material change of use for a residential development.</p> <p>Provide details:</p>	Yes/No
3.	<p>The development application triggers a code assessable development.</p> <p>Provide Details:</p>	Yes/No
4.	<p>The development application involves an Affordable Housing Development. <i>Note - Evidence is to be provided from an appropriately qualified expert which demonstrates to the Council's satisfaction that the development contains an Affordable Housing Development component.</i></p> <p>Provide Details:</p>	Yes/No
5.	The development application is located on a lot which is:	
5a.	<ul style="list-style-type: none"> • located with the Redland City Council local government area. 	Yes/No
5b.	<ul style="list-style-type: none"> • located within one or more of the following zones: <ul style="list-style-type: none"> ○ Low-medium density residential zone; ○ Medium density residential zone (including precincts); ○ Principal centre zone. 	Yes/No

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