

Before you start

Important information

There are a number of different types of applications or requests relating to development within a State development area (SDA).

The most common of these is an SDA application for a material change of use (MCU). An MCU is:

- the start of a new use of the premises
- the re-establishment on the premises of a use that has been abandoned
- a material change in the intensity or scale of the use of the premises.

A development scheme may also provide for some or all of the following applications and requests:

- request for pre-lodgement consideration
- SDA application for:
 - reconfiguring a lot
 - operational work
- request to change an SDA application
- change application for an SDA approval
- request to state a later currency period
- request to carry out prior affected development
- request for approval of a plan of subdivision.

It is important to note there are some variations in terminology used in the development schemes as a result of amendments to the *State Development and Public Works Organisation Act 1971*. For more information, read the Applications and requests advisory note.

Before making an application or request, refer to the relevant development scheme.

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How to complete forms

All SDA application and request forms are to be submitted via the approved online forms.

The Coordinator-General can only accept SDA applications that are properly made. For an SDA application to be properly made, you must:

- complete all fields
- upload the necessary documentation
- pay the relevant fee.

For certain applications or requests, a planning report, environmental impact statement (EIS) or impact assessment report (IAR) (draft and/or final) and evaluation report on the EIS or IAR (if prepared) may also be required.

The information provided must be detailed enough to enable the Coordinator-General to adequately assess the application or request. Insufficient information may result in the Coordinator-General requesting additional information.

If for any reason you cannot submit the forms online you can contact the SDA Division on 1800 001 048 or via sdainfo@coordinatorgeneral.qld.gov.au to have a hard copy form sent out to you.

Fee waiver request

Prior to making an application or request, a proponent may request that the Coordinator-General waive all or part of the relevant fee.

If you would like to request a fee waiver, a written request providing sufficient grounds for the waiver must be made as part of a pre-lodgement consideration.

For more information, read the Guideline to state development area fees.

☒ I have read and understood the requirements for requesting a fee waiver. *

Privacy and security

The Coordinator-General collects personal information from you, including information about your name, email address, address, and telephone number. We collect this information to process, assess and make decisions about your application.

Your personal information will be used and may be disclosed publicly on the Department's website, and/or provided to third parties and other government agencies in the course of processing, assessing and making a decision about your application, and as authorised or required by law.

Your personal information will be handled and protected in accordance with the *Information Privacy Act 2009* and the Department's Privacy and Security Statement.

☒ By completing the form/s you agree to our Privacy and Security Statement. *

Disclaimer

All information that is provided as part of this application or request, including any further information requests, may be publicly released on the Department's website, and/or provided to third parties and other government agencies to process, assess, and make a decision about your application.

All information will be stored on the Departmental files as required by the *Public Records Act 2002* and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

☒ By completing the form/s you have agreed to this disclaimer. *

Application type

State development area

Select state development area *

- ☐ Abbot Point State Development Area
- ☐ Bromelton State Development Area
- ☐ Bundaberg State Development Area
- ☐ Cairns South State Development Area
- ☐ Callide Infrastructure Corridor State Development Area
- ☐ Galilee Basin State Development Area
- ☐ Gladstone State Development Area
- ☐ Mackay State Development Area
- ☐ Stanwell-Gladstone Infrastructure Corridor State Development Area
- ☐ Surat Basin Infrastructure Corridor State Development Area
- ☒ Townsville State Development Area

Application or request

Select application or request type *

- ☐ Request for pre-lodgement consideration
- ☐ SDA application for a material change of use
- ☐ SDA application for reconfiguring a lot
- ☐ SDA application for a material change of use and reconfiguring a lot
- ☐ SDA application for operational work
- ☐ SDA application for a material change of use and operational work
- ☐ SDA application for reconfiguring a lot and operational work
- ☐ SDA application for a material change of use and reconfiguring a lot and operational work
- ☐ Request to change an SDA application
- ☒ Change application for an SDA approval
- ☐ Request to state a later currency period
- ☐ Change application for an SDA approval and request to state a later currency period
- ☐ Request to carry out prior affected development
- ☐ Request for approval of a plan of subdivision

Proponent details

ABN

Enter your Australian Business Number (ABN)

99 999 999 999

Proponent name

The proponent is the person responsible for making the application and need not be the owner of the land. A decision notice will be issued to the proponent.

Title

First name *

Jacob

Last name *

McRae

Company name

TFA Project Group

Applicant

Applicants details *

☐ Same as above ☒ Alternate contact

Title

First name *

Jacob

Last name *

McRae

Company name

Port Access Pty Ltd c/- TfA Project Group

Postal address

Address line 1 *

166 Knapp Street (PO Box 2339)

Address line 2

Suburb *

Fortitude Valley

State *

QLD

Postcode *

4006

Contact details

Phone number (Australia) *

0738542909

Mobile number *

0472 803 229

Email address *

jacob.mcrae@tfa.com.au

Confirm email address *

jacob.mcrae@tfa.com.au

Property details

Land owner's consent

See 'Application stage' of the relevant development scheme for owner's consent requirements.

Is owner's consent required for this SDA application or request? *

☐ Yes ☒ No

Application details

SDA application

Identify the SDA application to which this change application applies.

Reference number *

APC/2024/012

Lot on plan description (e.g. Lot 3 RP 12345)

Lot 21 SP 341874

Date approved

08 May 2025

Date approval lapses

Proposed change/s

Provide a brief description of the proposed change being requested and identify the condition number/s to which the proposed change relates.

Change 1 *

A minor change to stage 1 of the approved site layout.

Office Building: increase of upper-level GFA, change to northern boundary setback, and rearrangement of car parking.

Service Station: increase of GFA and change / update to external finishes for fuel sales

Establishment of a backup diesel generator

Condition number *

1

Application process sought

What change application process is being sought? *

☒ a minor change ☐ not a minor change

For a definition of a minor change please read the relevant development scheme.

Definition of minor change

Demonstrate that the proposed change/s meets the definition of a minor change.

Change 1 *

Refer to the minor change application letter dated 23 February 2026.

Supporting information

Please upload all supporting information here and ensure that file names clearly reflect the type of document uploaded e.g. survey plan, traffic report, site drawing.

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File Name	Size
Fee Waiver.pdf	182.11 kB
Title_Search.pdf	66.17 kB
APPA_DA Drawing Package.pdf	17.75 MB
APPB_Copy of Current Approval.pdf	8.67 MB
Port Access - Cleveland Bay_Minor Change (GFA)_A.pdf	825.11 kB

Declaration

Applicant declaration

☒ This document is a true representation of the submission I have prepared. By transmitting it electronically to the Coordinator-General, and the Coordinator-General agreeing to accept it electronically, it has the same status as if I had signed it. I understand that it is an offence to give the Coordinator-General a document that contains information known to be false or misleading. *

Applicants name *

Jacob McRae

Date

23 Feb 2026

Payment details

Fee waiver

Have you received a fee waiver? *

☒ Yes ☐ No

Relevant fee

Is there a relevant fee payable? *

☒ Yes ☐ No

Please enter the fee amount stated in your letter.

Relevant fee amount *

\$5,000.00

Payment type

Please confirm your preferred method of payment. *

☐ Credit/Debit card

☒ Direct deposit

Account name: Department of State Development, Infrastructure, Local Government and Planning

BSB: 064-013

Account no: 10007096

Reference: SDA proponent's name e.g. SDASmithJonesPL