

2014

NORTH BURNETT REGIONAL Planning Scheme

Making an application

Info Sheet

2

This info sheet summarises the requirements for making an application under the development assessment process of the *Planning Act 2016*. It will help you understand what is a 'properly-made application' meeting the minimum statutory standards.

Council encourages intending applicants to find out in pre-lodgement discussions what information would be necessary to avoid information requests—an application that is 'well-made'.

Before lodging an application

Discussing a development proposal with the Council's Development Services section can help streamline the process for you by—

- confirming what type of application, if any, is necessary;
- identifying what information should be submitted with the application;
- providing an indication about how the proposal fits the planning scheme requirements; and,
- advising of fees and approximate timeframes.

Ultimately this saves applicants' time and money but more importantly smooths the process for them.

Lodgement

Applications can be lodged—

- Online through the Department of Infrastructure,

Local Government and Planning's (DILGP) electronic lodgement facility – MyDAS2 – available at www.dilgp.qld.gov.au;

- In person at a Council office; or
- By posting or emailing to Council.

Payment of the applicable fee is required when the application is lodged and prior to an application being assessed.

Properly made

All development applications must be 'properly made' in order for assessment to commence. For a development application to be properly made it must be accompanied by the following mandatory information—

- **Forms**—You will need to complete and submit Form 1 for material change of use, operational work, and reconfiguring a lot and Form 2 for building work. A separate form is available for 'change applications'. These forms are available from either Council or www.dilgp.qld.gov.au

- **Land owner's consent**—All the landowners must give their written consent to the application. The landowners can sign Form 1 or provide written consent in another manner, or you can declare on Form 1 that the landowners have given you their written consent to the application.
- **Relevant application fee**—as set out in North Burnett Regional Council schedule of fees, or for another public sector entity the fee prescribed under the Regulation.

Forms 1 and 2 set out the other documents required to be attached to, or given with the application. These may include:

- A **detailed site plan** drawn to scale showing the following is generally required—
 - * location, site area and boundaries of the relevant land;
 - * the north point;
 - * any road frontages of the relevant land including the name of the road;
 - * the contours and natural ground levels of the relevant land;
 - * the location of any existing buildings or structures on the relevant land;
 - * the allotment layout showing existing lots, any proposed lots (including the dimensions of those lots), existing or proposed road reserves, building envelopes and existing or proposed open space;
 - * any drainage features over the relevant land, including any watercourse, creek, dam, waterhole or spring and any land subject to a Q100 flood event;
 - * any existing or proposed easements on the relevant land and their function;
 - * all existing and proposed roads and access points on the relevant land;
 - * any existing or proposed car parking areas on the relevant land;
 - * the location of any stormwater detention on the relevant land.
- A **report** explaining how the proposed development addresses the applicable codes of the planning scheme and any other relevant documents.
- The application should also be accompanied by **supporting studies** or associated **technical information** reasonably required to assess the development proposal.

Not properly made

If an application is deemed “not properly made”, an action notice is issued by Council. Under the Act the applicant has 20 business days (or longer if extended by agreement) to comply with all of the actions stated in the notice, and give notice to Council of such compliance. On the date the notice is given it becomes a properly made application.

InfoSheet2_Making an application Rev1 3 July 2017

Disclaimer: The material in this information sheet is general in nature. It is available on the understanding that North Burnett Regional Council is not engaged in rendering professional advice. Before relying on the material in any important matter, users should carefully evaluate its accuracy, currency, completeness and relevance for their purposes, and should obtain any appropriate professional advice. In some cases the material may incorporate or summarise views, guidelines or recommendations of third parties. Such material is included in good faith, but does not necessarily reflect the considered views of the North Burnett Regional Council, or indicate a commitment to a particular course of action.

© North Burnett Regional Council, 2017

Superseded planning scheme applications

In accordance with section 29 of the Act, a person may request Council to accept, assess and decide a development proposal under a relevant superseded planning scheme. The request must be made within one (1) year after the date the North Burnett Regional Planning Scheme Rev 1.0 or Rev 1.1 took effect (2 July 2017). The request must be accompanied by the information set out in Part 2 section 11 paragraph (2) of the Regulation.

Using the planning scheme

Assessment benchmarks

Applications need to be evaluated against predetermined assessment benchmarks. The planning scheme identifies the assessment benchmarks in the same tables as the categories of development and assessment—under the column headed *Assessment benchmarks and requirements*. Assessable development requiring impact assessment is to be assessed against the whole planning scheme and Council is not confined to using a particular code for determining the application.

Zone maps

All land within the North Burnett Regional Council area is in a zone. There are eight zones—Centre zone, Community facilities zone, General residential zone, Industry zone, Recreation and open space zone, Rural residential zone, Rural zone, and Township zone.

Find out the zone from Council’s website – either the interactive mapping or the PDF map document.

Overlay maps

In addition to zones, land may be affected by a scheme overlay. There are eight overlays—Agricultural land, Bushfire hazard, Extractive resources and mining, Flood hazard, Historic lots, Infrastructure, Matters of State Ecological Significance, and Stock route network.

The scheme contains some of the overlay mapping but the following is only available from the State’s SPP interactive mapping—Agricultural land classification, Bushfire hazard areas, Matters of State Environmental Significance, Stock Route Network.

Overlays can make a difference to the category of assessment and to the applicable assessment benchmarks.

