



## USER GUIDE #5 - MAKING A DEVELOPMENT APPLICATION

### MACKAY REGION PLANNING SCHEME 2017

The planning scheme is the primary instrument for managing development in our local government area. The planning scheme:

- outlines a 20 year vision for the region
- identifies zones, local plans and overlays over land
- defines various forms of development
- determines the level of assessment for each type of development
- sets benchmarks for the assessment of development

This user guide provides guidance on how to make a development application. It discusses:

- how to lodge an application
- what application materials are required?
- how to pay the development fee; and
- other considerations

### HOW TO LODGE AN APPLICATION

eApplications is Mackay Regional Council's development application lodgement system. This system enables customers to submit new applications, monitor

assessment progress and retrieve or submit assessment correspondence online.

You can access the eApplications website and the eApplications 'user guide' at the following address:

[http://www.mackay.qld.gov.au/business/planning\\_and\\_development/online\\_services/eapplications](http://www.mackay.qld.gov.au/business/planning_and_development/online_services/eapplications)

To lodge an application you must first register and create an eApplications account.

Application information must then be entered, including:

- the type of development (eg. material change of use)
- a brief description of the proposal
- name and details of the applicant / landowner and consultant, if applicable
- property address; and
- all application documents must be uploaded (the application documents required are discussed on the following page)

eApplications is Council's preferred lodgement method, however Council will also accept applications lodged via e-mail to [development.services@mackay.qld.gov.au](mailto:development.services@mackay.qld.gov.au) or in hardcopy (fee surcharge applies) or CD/USB via post, or in person at the Customer Service Centre.

### WHAT APPLICATION DOCUMENTS ARE REQUIRED?

The minimum application documents required to accompany any development application are:

- DA Form 1 completed
- relevant proposal plans
- a planning report
- any technical reports required by the planning scheme, State Planning Policy or the State Development Assessment Provisions
- any other material relevant to your proposal that will improve Council's ability to assess your application
- owner's consent - if required

The DA forms and more information are available on the Department of State Development, Manufacturing, Infrastructure and Planning's website. The following guides may be particularly helpful:

- DA forms guide: Forms 1 and 2
- DA forms guide: Relevant plans
- DA forms guide: Planning report template

### HOW TO PAY THE DEVELOPMENT FEE

Upon completion of lodgement you will be emailed a payment notice containing the amount payable\*, various methods of payment and the necessary payment references.

Fees for development applications are listed in Council's current Fees and Charges document, available on Council's website [http://www.mackay.qld.gov.au/about/council/policies\\_and\\_fees/fees\\_and\\_charges](http://www.mackay.qld.gov.au/about/council/policies_and_fees/fees_and_charges).

### OTHER CONSIDERATIONS

It is the responsibility of the applicant to identify referral agencies and ensure the application is referred to the relevant party within the required time frames. For further information please contact the Department of State Development, Manufacturing, Infrastructure and Planning.

*User guide #6* provides further information about the development assessment process.

\*Fees are estimates only and are subject to change

### OTHER RELEVANT USER GUIDES:

#### General

- #2 What is my zone and other planning scheme designations?
- #3 Do I need to lodge a development application?
- #5 Making a development application
- #6 The development assessment process
- #8 After a development approval is issued

#### Specific

Please refer to user guides relevant to your proposed development

### FOR MORE INFORMATION

This user guide provides an overview of requirements for making a development application only. To view the planning scheme in full please visit Council's website - [www.mackay.qld.gov.au/planningscheme](http://www.mackay.qld.gov.au/planningscheme)

The *Planning Act 2016*, *Planning Regulation 2017* and the *Development Assessment Rules* set out the requirements for the development assessment process.

Council provides general development advice:

- [Online](#) enquiries can be lodged via the [Planning advice online enquiries form](#)
- [Phone](#) enquiries and appointments can be lodged by phoning 1300 MACKAY (1300 622 529)

You can also contact a building certifier, consultant town planner, building designer or other qualified professional who can provide assistance and, if necessary, prepare and lodge a development application on your behalf.

FOR MORE INFORMATION PHONE COUNCIL  
ON **1300 MACKAY** (1300 622 529)  
OR VISIT THE WEBSITE **MACKAY.QLD.GOV.AU**