



USER GUIDE #6 - THE DEVELOPMENT ASSESSMENT PROCESS

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 explains the stages involved in the development assessment process, including:

1. lodgement
2. information request & response
3. public notification
4. decision
5. appeal

1. LODGEMENT

► Pre-lodgement advice

Pre-lodgement advice can help clarify your application requirements and key issues before you lodge an application. Pre-lodgement advice is recommended for major and / or complicated proposals. For more information about pre-lodgement advice please refer to User guide # 4 - Pre-lodgement process.

► How to lodge?

To lodge a development application with Council, application documents should be submitted via eApplications and the development fee paid. If an application is properly made a confirmation notice will be sent to the applicant. If the application is not properly made, a notice will be sent advising of actions required to make the application properly made. For more information on making an application and required material, refer to User guide #5 - Making a development application.

► Referral

Some applications require referral to concurrence agencies. Applications requiring referral are identified in Schedule 10 of the *Planning Regulation 2017*.



2. INFORMATION REQUEST AND RESPONSE

An Information request is a formal way of Council asking the applicant for more information about their application. An information request will only be issued where more information is required to be able to assess the application.

The applicant then has 3 months (or a longer time period if negotiated with Council) to provide a response to the information request.

A referral agency may also issue an information request. The applicant has a number of options of how to respond to an information request. For more information refer to the DA Rules available via the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) website.

3. PUBLIC NOTIFICATION

Public notification provides the public with an opportunity to have their say about a development application. All properly made submissions are considered when Council decides a development application. Public notification is only required for impact assessable applications.

For more information see User guide #7 - Having your say on a development application.

4. DECISION

Council will assess your development application against the relevant benchmarks and make a decision. This decision is sent to the applicant in the form of a Decision Notice.

A decision notice may approve an application, approve an application subject to a series of conditions, or refuse an application.

5. APPEAL

After a decision has been made, in certain circumstances the applicant has a period in which to appeal the decision. Parties who made a submission against the application also have the opportunity to appeal the decision.

Please refer to the DSDMIP website for further information about appeals.

OTHER RELEVANT USER GUIDES:

General

- #1 Using the planning scheme
- #2 What is my zone and other planning scheme designations
- #3 Do I need to lodge a development application?
- #4 Pre-lodgement process
- #5 Making a development application
- #7 Having your say on a development application
- #8 After a development approval is issued

FOR MORE INFORMATION

This user guide provides an overview of the development assessment process only. Specific requirements and time frames are set out in the *Planning Act 2016*, *Planning Regulation 2017* and the *Development Assessment Rules*. Please refer to the latest versions of these documents for further information about 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**