

Application Lodgements

Unsure where to locate application forms and user guides? Require information on how to submit or make payment of an application fee?

Below you will find details of where to submit, how to pay and hyperlinks to useful documents for a range of Development Applications and Building Approvals.



Application Type	Applications Forms and Guidelines	Methods of Lodgement	Payment Methods
Concurrence Agency Referral		<p>> Online *</p> <p>Online lodgement is the preferred method of lodging these application types and can be accessed via - www.mackay.qld.gov.au > Business > Planning & Development Assessment > Online Services > eApplications</p> <p>> Email</p> <p>development.services@mackay.qld.gov.au</p> <p>> Over the Counter **</p> <p>At one of council's customer service centres, during business hours.</p> <p><i>*User registration is required to access eApplications.</i></p> <p><i>**Hard copy surcharges apply on most application types submitted over the counter. Refer to the Cost Recovery Fees & Charges.</i></p>	<p>Council will issue a Payment Notice within 2 business days after lodgement, outlining an estimated amount payable, acceptable payment methods / references to enable payment of application fees.</p>
Combined Application (MCU & RoL Only)			
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Material Change of Use			
Operational Works – Development Permit	www.mackay.qld.gov.au > Business > Development Applications & Assessment > Operational Works		
Reconfiguration of a Lot			
Subdivision Plans	www.mackay.qld.gov.au > Business > Development Applications & Assessment > Subdivision Plans	<p>> Online *</p> <p>Online lodgement is the preferred method of lodging this application type and can be accessed via - www.mackay.qld.gov.au > Business > Planning & Development Assessment > Online Services > eApplications</p> <p>> Email</p> <p>subdivision@mackay.qld.gov.au</p> <p>> Over the Counter **</p> <p>At one of council's customer service centres, during business hours.</p> <p><i>*User registration is required to access eApplications.</i></p> <p><i>*Standard / Building / Volumetric Format Plans only.</i></p> <p><i>**Hard copy surcharges apply on most application types submitted over the counter. Refer to the Cost Recovery Fees & Charges.</i></p>	

Application Type	Applications Forms and Guidelines	Methods of Lodgement	Payment Methods
Operational Works – Construction Phase	www.mackay.qld.gov.au > Business > Development Applications & Assessment > Operational Works	> Email Email is the preferred method of lodging these application types - development.services@mackay.qld.gov.au	Council will issue a Payment Notice within 2 business days after lodgement, outlining an estimated amount payable, acceptable payment methods / references to enable payment of application fees.
Exemption Certificate			
Prescribed Tidal Works			
Minor Works Permit – Development Services	www.mackay.qld.gov.au > About Council > Forms and Applications > Minor Works Application (Development Services)	> Over the Counter ** At one of council's customer service centres, during business hours.	
Signage Application	*Fixed advertising signs on private property only (eg. billboards, facade signs). All other temporary signs are maintained by Local Laws. www.mackay.qld.gov.au > About Council > Forms and Applications > Erect a Sign Application Form	**Hard copy surcharges apply on most application types submitted over the counter. Refer to the Cost Recovery Fees & Charges.	
Building Approvals – New Decision Notices and Amendments (inc. Extensions)		> Email Email is the preferred method of lodging this application type - pclodgement@mackay.qld.gov.au	
Building Approvals – Notice of Engagements and Final Certificates	www.mackay.qld.gov.au > Business > Building Approvals Submission Guidelines	> Over the Counter ** At one of council's customer service centres, during business hours. **Hard copy surcharges apply on most application types submitted over the counter. Refer to the Cost Recovery Fees & Charges.	No fee.
		> Email Email is the preferred method of lodging this application type - council@mackay.qld.gov.au	

> For more information phone council on 1300 MACKAY (1300 622 529) or visit the website mackay.qld.gov.au