PROPERLY MADE APPLICATIONS

Development Guidance Factsheet

Bundaberg Regional Council has developed a series of factsheets to provide guidance on development.

To find out more information about Council's Planning Scheme, and doing development in the Bundaberg Region please visit: **bundaberg.qld.gov.au** or contact Council on the details below. Our staff are more than happy to discuss your development proposal, and any application requirements.

Information about the Planning Act 2016, and the Queensland Planning System is also available at **planning.dsdmip.qld.gov.au**.

Contact Council

1300 883 699
between 8.15am to 4.45pm Monday to Friday

duty.planner@bundaberg.qld.gov.au

190 Bourbong Street, Bundaberg
(see website for other office locations)
between 8.15am to 4.45pm Monday to Friday
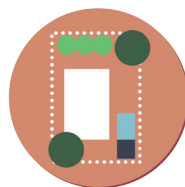
bundaberg.qld.gov.au

What is a properly made application?

For a development application to be considered properly made, your application must satisfy the requirements set out in section 51 of the Planning Act 2016. Specifically, applications must include –

| the correct application form/s | supporting information required by the application form/s | written owner's consent (where required) | the required application fee* |

*For fees, refer to Council's Fees & Charges Register at **bundaberg.qld.gov.au/council/fees-charges**.

Section 79 of the Planning Act sets out similar properly made requirements for a 'change application' to change a development approval.

Application Forms and Templates

Application forms, templates and guides to using the DA forms, are available on the Queensland Planning System website at **planning.dsdmip.qld.gov.au/planning/better-development/application-forms-and-templates**.

What Supporting Information is Required?

Properly made applications must be accompanied by the following supporting information –

› **Supporting information addressing any applicable assessment benchmarks:**
   Supporting information generally includes a planning report or statements that explain how the proposed development complies with the applicable benchmarks or assessment criteria set out in the planning scheme. In some cases, engineering reports or other technical reports may be required (e.g. traffic, flood, stormwater, noise or environmental issues, etc).

› **Plans of the development:**
   Plans help visualise the proposed development. All applications need to include at least one plan showing the layout of the development on the site. Where the development proposes new buildings, structures, infrastructure or other works, additional plans showing the design and layout of these buildings or works will be required. This may include floor plans, elevations and landscaping plans.

DA forms guides for preparing relevant plans and a planning report and are available on the Queensland Planning System website at **planning.dsdmip.qld.gov.au/planning/better-development/application-forms-and-templates**.

BUNDABERG
REGIONAL COUNCIL

PROPERLY MADE
APPLICATIONS

Incomplete applications

If your application is not accepted as properly made at the time of lodgement, Council will contact you to discuss the missing information and the next steps. Council may formalise this through an action notice, stating what actions the applicant must take to meet the properly made requirement.

Council is not able to proceed with the assessment of your application until it has been accepted as properly made. If an applicant fails to respond to an action notice, the application is taken to have not been made. In this instance, any application fee and hard-copy application material would be returned to the applicant.

What are common issues that can cause delays?

Common issues include –

› incomplete sections on the application form
› poorly drafted, unclear plans or drawings (e.g. no dimensions, no scale, no height of buildings indicated, no setbacks from boundaries shown)
› a lack of supporting information or technical reports
› failure to provide a proper assessment against applicable assessment benchmarks in the Planning Scheme, or 'over-simplifying' a critical issue
› conflicting information or inconsistencies between proposal plans, the planning report and other supporting technical reports
› incorrect application type (e.g. referral agency assessment vs code assessable building work)
› referral agencies not identified.

Where Council believes that insufficient information has been provided to make an informed decision, an information request may be issued to the Applicant.

Tips for Success

To improve the quality of your application, and help Council assess your application as fast as possible, it is recommended that you –

› have a pre-lodgement meeting – this will allow you to consider feedback from Council when preparing and finalising your application, and will identify key issues to address or information you will need to provide with your application
› complete all questions on the relevant application form/s
› provide adequate supporting information and plans – this information should give Council and the community a good understanding of what development is proposed, how it complies with Council's planning scheme, and how any potential impacts from the development will be addressed.

Additional Resources and Information

Additional information, guidance and resources, are available at **bundaberg.qld.gov.au**, including –

› Council's Planning Scheme Policy for Information Council may request, and preparing well made applications and technical reports
› a Planning Report Template and Example Applications
› fillable Word versions of the Planning Scheme Codes, which can be used to explain how your proposal addresses each applicable assessment benchmark.

Further Assistance

For information and assistance on making a properly made application, please contact Council's Development Group on **1300 883 699**, email **development@bundaberg.qld.gov.au**, or at the Development Customer Service counter at Level 6, Auswide Bank Building, 16 Barolin Street, Bundaberg.