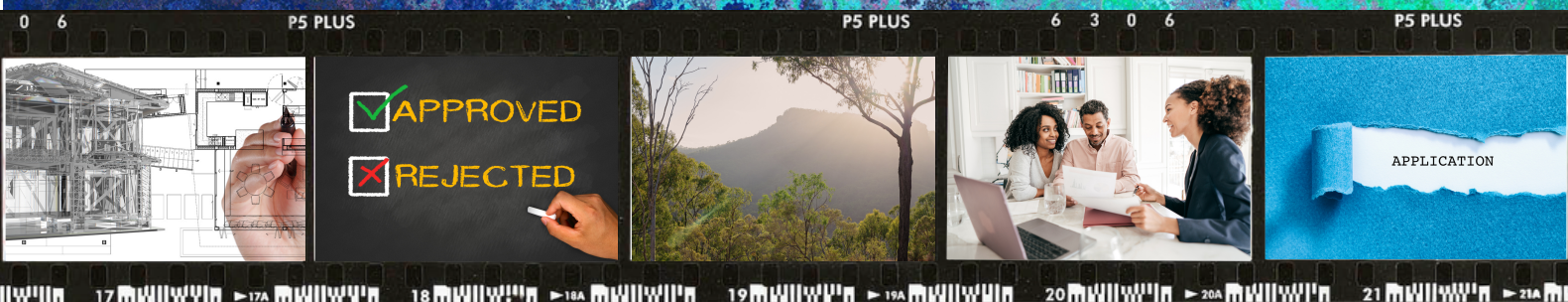


# Making an application

North Burnett Regional Council  
Planning Scheme



## BEFORE LODGING AN APPLICATION

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

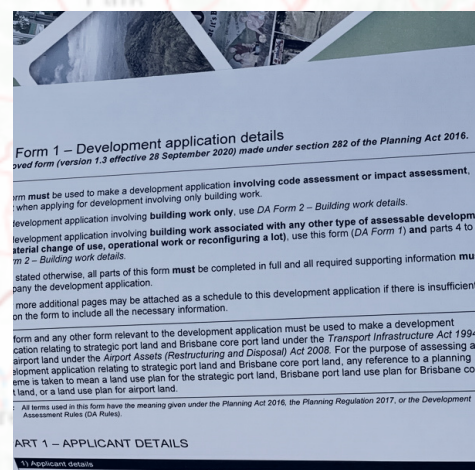
- confirming what type of application, if any, is necessary;
- identifying what information you should submitted with the application;
- providing an indication about how the proposal fits the planning scheme requirements; and,
- advising of fees, process and approximate timeframes.

Ultimately this saves applicants' time and money but, more importantly, can smooth the assessment process for them.

**This Information Sheet explains the steps to take to make a development application assessment under the *Planning Act 2016*.**

**LOOK AT WHAT'S INSIDE:**

**Before lodging  
Properly made application  
Categories of assessment  
and development**







# LODGING AN APPLICATION

## WHERE TO LODGE AN APPLICATION

You can lodge a development application by—

- emailing the Council at **admin@northburnett.qld.gov.au**
- attending in person at a Council office
- posting it to the Council at—

**The Chief Executive Officer**  
**North Burnett Regional Council**  
**PO Box 390**  
**GAYNDAH QLD 4625**

Applications attract a mandatory lodgement fee that needs to be paid before Council begins assessment.

## PROPERLY MADE

All development applications need to be 'properly made' before Council can begin assessment. There is mandatory information under section 51 of the *Planning Act 2016*, including—

- **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 at—

<https://planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates>

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

## APPLICATION MATERIAL

Forms 1 and 2 set out the other documents required to be submitted—

- a **detailed site plan** drawn to scale showing the following—
  1. location, site area and boundaries of the relevant land;
  2. the north point;
  3. any road frontages of the relevant land including the name of the road;
  4. the contours and natural ground levels of the relevant land;
  5. the location of any existing buildings or structures on the relevant land;
  6. the lot 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;
  7. any drainage features over the relevant land, including any watercourse, creek, dam, waterhole or spring and any land subject to a Q100 flood event;
  8. any existing or proposed easements on the relevant land and their function;
  9. all existing and proposed roads and access points on the relevant land;
  10. any existing or proposed car parking areas on the relevant land;
  11. the location of any stormwater detention on the relevant land; and,





## MATERIAL INCREASE IN INTENSITY OR SCALE

- 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 the Council determines that an application is “not properly made”, it will issue an action notice. 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 to give notice to Council of such compliance. On the date the notice is given the application becomes properly made.

## COMMON PROBLEMS

Development applications sometimes encounter challenges that delay the Council's consideration. The following are some of the more common issues—

- not being a properly made requirements of the application forms
- plans being inadequate or poor quality
- insufficient explanation about how the proposal addresses the assessment benchmarks (i.e. the codes).

The Council recommends that applicants engage appropriate professionals to prepare plans or reports.

## AFTER MAKING THE APPLICATION

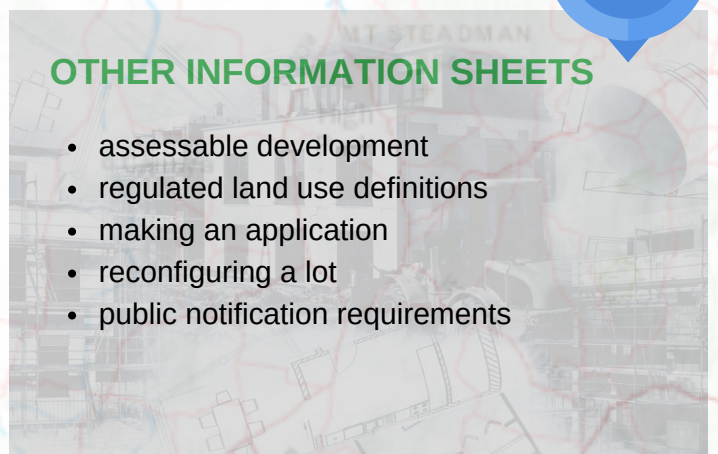
The *Development Assessment Rules* are the steps and requirements for an assessment manager to follow in assessing and deciding a development application. Applications may involve the following steps—

- confirmation notice from the Council
- referral to State Assessment and Referral Agency (SARA)
- information request from the Council or SARA and a response from the applicant
- public notification of the application, allowing the community to view the proposal and make a submission
- further advice from the Council or SARA
- decision notice (approval with conditions or refusal).



## OTHER INFORMATION SHEETS

- assessable development
- regulated land use definitions
- making an application
- reconfiguring a lot
- public notification requirements







## PUBLIC NOTIFICATION

Impact assessable development applications require public notification **by the applicant** for not less than 15 business days. This involves several important tasks, including—

- notice to Council about the commencement of the notification
- publishing a notice in a newspaper circulating generally in the locality
- placing a notice on the premises
- giving a notice to all adjoining owners
- give the Council a notice that all the requirements have been complied with.

It is important to carry out all the requirements in the way set out in the Development Assessment Rules, otherwise the application may lapse.

Further information about public notification is available during a pre-lodgement meeting, by contacting Council's Development and Building Services Team, or in the relevant information sheet.



## FACILITATING GOOD ECONOMIC DEVELOPMENT

We have a long and proud history of development, prosperity and resilience. With readiness we also face challenges including distance, drought, flood and connectivity. Always receptive to new technology and new ideas, as the digital revolution continues to disrupt and expand economies around the world, North Burnett is gearing up to make the most of emerging opportunities.

The Council is committed to drive ongoing economic growth and innovation in North Burnett.

North Burnett Regional Council aims to be an innovation leader – a destination for business, investment and skills.

### CONTACT US

Call us for more information about the planning scheme and making an application.

North Burnett Regional Council  
PO Box 390 Gayndah QLD 4625

(1300 696 272) (1300 MY NBRC)

[admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au)

Visit us at: [www.northburnett.qld.gov.au](http://www.northburnett.qld.gov.au)

