

# MAKING a Development Application...

## Council's Process and Timeframes:

### Acknowledgment Stage

10 Business Days

This stage starts with identification of the type of application required and what may be involved to make it. You then prepare and submit your application.

This can be a complex process and additional support may be required. For assistance you can:

- Browse the Department of Infrastructure and Planning website [www.dip.qld.gov.au](http://www.dip.qld.gov.au)
- Seek professional advice from a consultant
- Contact Council 1300 22 55 77

### Information and Referral Stage

10 to 20 Business Days

This stage gives the assessor and any referral agencies the opportunity to ask the applicant for further information needed to assess the application.

If more information is required, the Assessing Officer will contact you outlining what is needed. This will trigger an additional stage in the application process for which you have up to 12 months to respond.

### Response to Information Request Stage

Applicant has up to 12 months

(See Information and Referral Stage for details).

### Public Notification Stage

15 to 30 Business Days

If your application is Impact Assessable a period of public notification will be required.

### Decision Stage

20 Business Days (may be extended)

The Decision Stage starts with assessment of your application and continues to the determination of its outcome.

#### Step 1a - Contact a Duty Planner at Council

#### Step 1b - Identify Type of Application & Level of Assessment

The Duty Planner will help you to identify the type of application required and its level of assessment.

1 2 3 4 5 6

They will provide you with a fact sheet detailing the minimum requirements for your assessment type.

#### Step 1c - Making an Application

You should now know what type of application and what level of assessment is required to proceed.

Do you want to continue?

Yes

#### Step 2a - Preparing Your Application

Collate your information as per the fact sheet provided.

#### Step 2b - Submit Your Application

Submit your application (with five copies) either by mail or face to face at a Council Customer Service Centre.

Complete your application

#### Step 2c - Application Received

Once submitted, the Duty Planner will check the application to ensure it is properly made, all the required information has been included, referral agencies are identified and correct fees have been paid.

Is the application complete?

No

Yes

#### Step 3a - Development Control Unit (DCU)

Every application goes to the DCU. The DCU brings together the relative specialists to take a 'first look' and initial assessment of the application.

#### Step 3b - Assessing Officer

Your application is then assigned to an Assessing Officer and generally stays with them until the application is decided.

#### Step 3d - Respond

If you are sent a request for further information you must respond to it within the period specified.

#### Step 3c - Assessment Begins

The Assessing Officer checks the application against the relevant codes, policies, intents etc.

#### Step 4 -

#### Public Notification Period Required?

Code Assessable

Impact Assessable

No

Yes

#### Public Notification Period

Notification period is usually fifteen business days but in some instances can be thirty days.

#### Step 5a - Final Assessment

Does your application comply and have no submissions been made?

Yes

No

#### Step 5b - Report to Committee

If the application does not comply or submissions have been made/received (during public notification), a report is prepared for the Committee by the Assessing Officer. The report presents an assessment of the application and provides a recommendation as to whether the development should be approved or not.

#### Step 5c - Committee Meeting

The Strategic Planning Committee uses the report to decide an outcome.

#### Step 5d - Council Meeting

The Committee's recommendation is sent to Council for final ratification.

#### Step 6 - Decision Stage

Has the application been approved?

Yes

No

#### Decision Notice Refusal

The Decision Notice Refusal outlines the reasons for the refusal and your appeal rights.

#### Decision Notice Approval

The Decision Notice Approval outlines any conditions for your development and the next steps.

### Determining the Level of Assessment

The type of application will determine whether your application is impact or code assessable. Referral agencies may also be involved.

### Impact or Code Assessable?

#### Code Assessable

An application which is code assessable proposes a use that is only assessed against specific codes within the planning scheme.

#### Impact Assessable

An application which is impact assessable proposes a use that is assessed against the whole planning scheme and is the subject of public notification.

If your application is not complete you will be called or a letter will be sent to you, advising that it has not been properly made or that it requires more information.

Please note that throughout the development application process Council Officers will generally only deal with one point of contact. It is the responsibility of the applicant to filter all information through to any other affected parties.

If more information is required the Assessing Officer will send you a letter outlining what is needed.

If your application is Impact Assessable a period of public notification will be required. Public notification allows for third parties to make a submission regarding an application.

### Assessment Types

1 MCU  
Material Change of Use

4 OP WORKS  
Operational Works

2 ROL  
Reconfiguration of a Lot

5 BUILDING WORKS

3 BUILDING WORKS NOT MCU

6 PLUMB DRAIN  
Plumbing & Drainage



PO Box 1860, Rockhampton Q 4700

Phone 1300 22 55 77

Fax 1300 22 55 79

Email [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)