



Ipswich Planning Scheme

Making an Application

This guide is one of a series of guides which has been prepared to assist people interpret local government planning schemes and implement the Integrated Development Assessment System (IDAS).

User's Guide 3 explains the steps involved in making an Application.

STAGING APPLICATIONS FOR A PROPOSAL

If a development activity is assessable an application is required to be made. A proposal may involve one or more assessable development activities (e.g. material change of use and building work). A single application need not deal with all aspects of development at once. The person making the application may choose to stage the proposal by making two or more applications. For example, the first application may be for the material change of use and any associated works under the planning scheme followed by a second application for the building work assessed against the Standard Building Regulation (SBR).

A WELL PREPARED APPLICATION

Early identification of the relevant assessment criteria under both the planning scheme and other legislation will help to ensure a well-prepared application. A well-prepared application consists of—

- the completed relevant parts of the application form;
- the application fee; and
- supporting information including scaled plans and a written explanation of the proposal along with details of any consultation that has occurred during preparation of the application.

COMPLETING THE APPLICATION FORM

Form 1 Development Application is the standard form for making an application. This application form applies across the State regardless of whether the application is made to a Queensland local government, a State government department or a private building certifier.

The form has a modular structure enabling it to be tailored by the applicant according to the nature of the proposal. The form consists of a number of parts (e.g. Part A Common Material, Part B for building work assessed against the Building Act, Part D for an application for material change of use under a planning scheme, etc.), a Referrals Checklist and several Attachments. Only those components of the form relevant to the particular proposal need to be completed.

The Assessment Checklist in this series of guides assists in determining the Parts of the application form that apply to a particular application.

Form 1 is available at local government counters or on the IPA website at www.ipa.qld.gov.au. Guide 1 Making an IDAS Application accompanies the form and provides assistance on tailoring the form to a proposal and filling out the required details. Guide 1 is one of a series of guides prepared to assist in the completion of the application forms.

Completing the Referrals Checklist

The Form 1 Referrals Checklist has been designed to assist in the identification of the referral agencies applicable to a particular application. A referral agency is usually a State government department that has a statutory responsibility to assess certain development activities (e.g. the Environmental Protection Agency for environmentally relevant activities, the Department of Natural Resources and Mines for clearing native vegetation on freehold land).

WHERE TO MAKE AN APPLICATION

Where to make an application depends on the assessable development activities involved—

- An application assessable under the planning scheme (whether or not the application also includes other assessable development) is made to the local government.
- An application assessable under schedule 8 of IPA for—
 - building work under the *Building Act 1975* only is made to the local government or a private building certifier;
 - clearing of native vegetation is made to the Department of Natural Resources and Mines unless the clearing is also assessable under the planning scheme;
 - an Environmentally Relevant Activity (ERA) only is made to the Environmental Protection Agency (unless the ERA is devolved to the local government, or delegated to the Department of Primary Industries);
 - a licensed brothel is made to the local

What other Guidance is Available?

To provide further assistance, the following additional User's Guides have been prepared—

User's Guide 1: Features of the Planning Scheme and its Relationship to State Legislation

User's Guide 2: Determining if an Application is Required

User's Guide 4: Assessing an Application

User's Guide 5: Acting on an Approval

User's Guide 6: Commenting on an Application Assessment Checklist & Examples

User's Guide 3