

# LODGING A PROPERLY MADE APPLICATION



*Dedicated to a better Brisbane*

BRISBANE CITY PLAN 2014 | FACT SHEET



## What is a properly made application?

A development application is **properly made** when it has satisfied the requirements under section 51(5) of the *Planning Act 2016* (Planning Act). A change application for changing a development approval is **properly made** when it has satisfied the requirements under section 79 of the Planning Act.

For both a **development application** and a **change application**, the application must:

- be made using the applicable form (State Forms 1, 2, or 5)
- be accompanied by the documents required by the applicable form/s
- be accompanied by the required fee
- contain the written consent of the owner of the premises if
  - the applicant is not the owner; and
  - the application is for material change of use of premises, or reconfiguring a lot, or prescribed tidal work; and
  - the premises are not excluded premises; or
  - the application is a change application.

If the application is a change application for a minor change where the development approval involved a referral agency, it should be accompanied by a pre-request response from each referral agency.

## What supporting information is required by the Planning Act?

Development applications require the following information to support the application:

- a planning report and other technical reports that demonstrate how the development complies with *Brisbane City Plan 2014* (City Plan) and, where applicable, the State Planning Policy (SPP) and the State Development Assessment Provisions (SDAP)
- plans of the development.

## What supporting information is required by Brisbane City Council (Council)?

Submission of the following supporting information will assist Council in the assessment of the application:

- completed Development Services lodgement form
- Erosion Hazard Assessment form
- land owner's consent including:
  - all current landowners' signatures
  - certified, supporting documents where necessary (e.g. certified Power of Attorney)
  - a current Land Title Search
- planning reports, which should include statements about how the proposed development addresses City Plan and include the zone code, neighbourhood plan code (if applicable) and any relevant overlay codes. The statements should also deal with any other planning documents relevant to the application.

- proposed plans
  - site plans including:
    - location, boundaries and road frontages of the relevant land
    - north point
    - any existing and/or proposed easements on the relevant land and their function
    - all vehicle access points and existing or proposed car parking areas
    - plans showing the size, location, existing floor area, existing site cover, existing maximum number of storeys and existing maximum height above natural ground
  - plans showing the extent of any demolition that is assessable development
  - floor plans including:
    - north point
    - intended use of each area/rooms labelled
    - existing and proposed built form
    - where applicable, the gross floor area (GFA) and total figures for areas that do not form the definition of GFA but are activities that are integral to the use of the development
  - elevations drawn to an appropriate scale that show plans of all building elevations and facades, clearly labelled to identify orientation (e.g. north elevation).

## How do I lodge my application?

All change or development applications can be lodged with Council by one of the following methods.

- Email: Email your application and supporting material to [dalodgement@brisbane.qld.gov.au](mailto:dalodgement@brisbane.qld.gov.au)
- Online form: Complete and submit an online form to lodge any of the following requests to Council:
  - Operational work
  - Brisbane City Council compliance assessment
  - Request to change or extend an existing approval.



- In person: You can lodge your application in person at any [Regional Business Centre](#). When lodging your application in hard copy you will be charged a [scanning fee](#).

For more information on application lodgement methods visit Council's [website](#).

## How much will it cost?

Application fees vary depending on the type of development you are undertaking. You can find out information about [development assessment and compliance fees](#) on [Council's website](#).

Application fees are not paid at the time of submitting your application, unless you are submitting an Operational work or Brisbane City Council compliance assessment request online.

Once your application has been checked and meets requirements, Council will issue you a fee quote.

## How can I pay for my application?

Once you receive your fee quote you can make a payment using one of the following methods.

- BPAY – Council can accept BPAY up to \$100,000. BPAY information will be provided on the fee quote.
- Credit card payment (MasterCard or Visa) using BPOINT, an online credit card method of payment at [www.brisbane.qld.gov.au/paybills](http://www.brisbane.qld.gov.au/paybills)
- Cash and cheque payments lodged in person at a [Regional Business Centre](#).

## More information

For more information about lodgement of properly made change or development applications, visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) and search 'Planning and building', or call Council on (07) 3403 8888.