



Guide 2

Application Assessment Process

Introduction

This guide explains the development assessment process under the Integrated Development and Assessment System (IDAS). IDAS is the step-by-step process for making, assessing and deciding all Development Applications, including Operational Works, in Queensland.

This process was established through the *Sustainable Planning Act 2009*. For more detailed information on the IDAS process, refer to Chapter 6 – Integrated Development Assessment System of the *Sustainable Planning Act 2009* at www.dip.qld.gov.au.

Assessment Process

If a proposal involves assessable development - code or impact, an Operational Works application is assessed and determined in accordance with the IDAS process. IDAS comprises three (3) stages that provide a flexible assessment system to deal with a range of proposals from simple to complex.

The three (3) stages of IDAS are –

- Stage 1 – Application stage
- Stage 2 – Information and referral stage
- Stage 3 – Decision stage



Stage 1 – Application Stage

Stage 1 involves the lodgment of the Operational Works Application to the Assessment Manager. Following the lodgment of the application, an Acknowledgement Notice is issued for those applications where there is a referral agency.

This notice must be issued within ten (10) business days upon lodgment of the application under the IDAS process. The acknowledgement notice confirms receipt of the application, the details of the proposal and the process for the application.

An Acknowledgement Notice is not issued to applications where there is no referral agency.

The applicant is responsible for taking sufficient steps to ensure a “properly made” application is lodged. This includes having all owner signatures, the correct IDAS forms (1 and 6) including IDAS checklist No.4 (referral’s checklists).

The checklist ensures referral agents are correctly identified for the purpose of the Acknowledgement Notice and the Information and Referral Stage.

If an application is deemed “Not properly made”, notification is issued and under SPA, the applicant has 20 business days to resubmit a properly made application.

Stage 2 – Information and Referral Stage

The Information and Referral Stage of the IDAS process provides the Assessment Manager and any relevant concurrence agency/s the opportunity to request the applicant to provide further information that is deemed necessary to assess and decide the application.

If an Information Request is required to be issued, the applicant’s response to the Information Request is given to the Assessment Manager and any concurrence agency/s. This stage of IDAS provides any applicable referral agency/s with the opportunity to assess the application and provide a response to the Assessment Manager and applicant.

Assessment Manager issues Information Request - 10 business days. Applicant refers application to applicable referral agencies – 20 business days. (Notification on when referred must be given to Council).

Note: Council and/or referral agencies may extend this period by 10 business days for applications of a complex nature or those applications which are not well made. Notification is given of this extension and date for which Information Request will now be due.

A “well made” proposal with no referral agency/s might avoid the Information and Referral Stage.



An applicant has 6 months to respond to the Information request/s issued by the Assessment Manager and any relevant Referral Agencies. However, if an enforcement notice or show cause notice has been issued by Council which has triggered the Operational Works application, this response timeframe is reduced to 3 months. If no response to the Information Request is received by the Assessment Manager in the abovementioned timeframes the application will lapse.

Stage 3 – Decision Stage

Decision for Code Assessable Development –

The assessment manager may approve a development that does not achieve all specific outcomes if there are sufficient grounds to justify the decision, having regard to the overall outcomes of the code. However, if the application is for assessable development in any of Council's planning schemes, the decision cannot compromise the achievement of the desirable environmental outcomes or be inconsistent with any State Planning Policy.

The assessment manager may only refuse the application if the development does not comply with applicable code/s; and compliance with the applicable code/s cannot be achieved by imposing conditions.

Direction by a concurrence agency –

If an application is referred to a concurrence agency, such as the Environmental Protection Agency for an environmentally relevant activity, and the concurrence agency required the application to be refused, the assessment manager **MUST** refuse it. Alternatively, if a concurrence agency requires certain conditions to be imposed, the assessment manager must impose these conditions in any approval. The Assessment Manager has 20 business days from receiving the concurrence agency response to assess and make a decision on the application.

The types of decisions –

The assessment manager may

- approve the application -
 - In full, with or without conditions; or
 - In part, with or without conditions
- Refuse the application

The types of approval –

There are two types of approvals that may be given –

Development Permit – is the final approval that must be obtained for each assessable development activity. For example, if a development proposal involves a Material Change of Use against Council's planning scheme, building work against the Standard Building Regulation/Code and Operational Works, a development permit must be obtained for all development activities through individual applications.

Preliminary Approval – is a legally binding approval that does not authorise assessable development to occur. It is not necessary to obtain a preliminary approval prior to making an application for a development permit, but it may assist in the staging of the applications.

