



Guide 4

“Well made” Operational Works Application

What is a “well made” application?

Operational Works applications that have been accepted as “properly made” will be either “well made” or “not well made” based on the quality and nature of the supporting information submitted with the application.

“Well made” applications reduce the likelihood of negative public submissions which may occur due to limited technical information being provided.

“Well made” applications must:

1. Be “properly made”;

- Provide the required forms, including an IDAS checklist, mandatory information completed correctly. These forms are available on the Department of Infrastructure and Planning website at <http://www.dip.qld.gov.au/forms-templates/idas-forms-sustainable-planning-act.html>
- Include the land owners written consent (where applicable);
- Provide payments of fees in full.

2. Include *Town Planning Reports* (where required) that;

- Address the requirements of applicable Planning Scheme codes.
- Address other Council and State requirements.



3. Include supporting *technical studies* (where required).
 - Council requires technical studies with some development applications. The need to supply technical studies depends on the type, scale, location, impact and constraints that apply to the proposed development and the need to demonstrate how the proposal satisfies the requirements of the planning scheme.
4. Must address ALL of the conditions set out in the Development Assessment Approval issued by Council's Planning Department, such as for a Reconfiguring a Lot (RaL) or a Material Change of Use (MCU) if applicable.

Guidelines

The Department of Local Government and Planning provides a number of guidelines to assist in the making of development applications and information on the Integrated Development Assessment System (IDAS) process and whether the application triggers referral to a referral agency. These guidelines are available on the Department of Infrastructure and Planning website at <http://www.dip.qld.gov.au/forms-templates/idas-forms-sustainable-planning-act.html>



What is a referral agency?

An Integrated Development Assessment System (IDAS) referral agency is a generic term and covers both “concurrence” agencies and “advice” agencies.

According to the Department of Local Government and Planning, *Development application – Referrals*, May 2010, a concurrence agency can direct the assessment manager to refuse the application, approve the application in its entirety or in part and impose conditions on any approval. An advice agency can only provide advice to the assessment manager regarding the application. The assessment manager can, acting on this advice, impose restrictions or request modifications to the application. However, an advice agency cannot direct the assessment manager to decide the application a particular way or impose conditions.



Further Information

For further assistance in preparing your application, see Checklist 1 – *Operational Works Well Made Application Checklist* and *Operational Works Application Template*.

