

Supporting information

Making an application or request in a State development area | Advisory note

This advisory note outlines the supporting information required for applications and requests that can be made under a development scheme for development in a State development area (SDA), including planning reports.

Planning report

An adequate planning report is a mandatory component of a properly made SDA application. The planning report should contain an assessment of the development requirements of the relevant development scheme.

Some development schemes include a definition of a planning report. It is important to ensure the information is complete and detailed enough to enable the Coordinator-General and/or other entities involved in the assessment process to adequately assess the SDA application.

If the SDA application is not complete or requires additional information, this information will be requested by the Coordinator-General, thereby delaying the assessment process.

Report outline

The contents of a planning report typically include:

Background

- Overview of project (e.g. scale, staging, employment numbers, project value, etc.)
- Overview of proposed use in overall project
- Use being applied for (as per definition in the relevant development scheme)

Subject land and locality

- Location including a detailed site plan
- Historic and current uses
- Surrounding development
- Physical characteristics
- Environmental values
- Cultural heritage
- Community values

Statutory considerations

- All approvals requirements for entire project
- Overview of any land access requirements (e.g. tenure required for construction and operation)

Development proposal

- Range of uses and site layout
- Built form and design specifics
- Operational detail (e.g. hours of operation)
- Infrastructure requirements (e.g. electricity, telecommunications)
- Compatibility with existing and potential future surrounding land uses
- Engineering overview

Assessment against development scheme

An assessment of the consistency of the proposal with the relevant development scheme, including:

- objectives of the development scheme
- intent or purpose of any relevant land-use/development precinct
- any assessment criteria
- outcomes of any environmental impact statement (EIS) or impact assessment report (IAR) process or referrals and the need (if any) for further referrals
- any previous public comments or submissions related to the application.

Impacts of proposal

Description and assessment of any impacts of the proposal, including:

- impacts the proposed use may have on existing land uses
- environmental impacts (e.g. land, water, air, pollution, greenhouse gases)
- social/cultural and amenity (e.g. transport, cultural heritage, community values)
- economic impacts (e.g. employment, project life, benefits to local community).

Management plans

- Proposed construction management plan
- Proposed impact management plan
- Environmental management plan
- Traffic management plan
- Noise management plan
- Community/social management plan
- Cultural heritage plan
- others as required

Conclusion/summary

Summary of issues and outline of how impacts will be addressed.

Appendices/supporting information/list of figures/supporting plans

Plans and drawings

SDA applications must accurately identify the proposed use for which approval is sought.

To this end, the SDA application must be accompanied by legible plans and/or drawings drawn to scale and drafted by an appropriately qualified person.

At a minimum, plans and drawings should include:

- plan name/title
- plan reference number and date
- a north point
- a key/legend to all symbols
- a scale
- architect/designer's name
- critical dimensions and details
- location and lot on plan description.

Environmental impact assessment

If an environmental impact statement (EIS) or impact assessment report (IAR) has been prepared for the proposed development, a planning report may not be required—provided the EIS or IAR meets the requirements of the relevant development scheme.

However, it is more usual for a planning report to be prepared for an SDA application and the report to be supported by an EIS or IAR.

Supporting information

Making an application or request in a State development area | Advisory note

Pre-lodgement consideration

Before a proponent lodges an application or request, it is strongly recommended they request a pre-lodgement consideration of the proposed use, particularly if the development is complex or the proponent is unfamiliar with the SDA development assessment process.

This will enable the proponent to confirm the supporting information required for an application, among other things, helping them to proceed within the minimum of confusion and delay.

More information on pre-lodgement consideration is available at [Development schemes, applications and requests | Office of the Coordinator-General](#).

Further information

For further information read the relevant development scheme at [Development schemes, applications and requests | Office of the Coordinator-General](#) or contact the Office of the Coordinator-General on 1800 001 048 or via sdainfo@coordinatorgeneral.qld.gov.au.

The Coordinator-General
Department of State Development, Infrastructure and Planning
PO Box 15517, City East Qld 4002
www.coordinatorgeneral.qld.gov.au