

Request to change an SDA application

State development areas | Advisory note

This advisory note outlines how a proponent can make a request to change an SDA application in a State development area (SDA), and how the Coordinator-General assesses and decides such requests.

The Coordinator-General may only approve a request to change an SDA application if the Coordinator-General considers it is a minor change to the application. Otherwise, the proponent should withdraw the application and submit a new SDA application.

Minor change to an SDA application

A minor change to an SDA application means a change that would not, in the Coordinator-General's opinion, substantially alter the original application in a way that would:

- result in a substantially different application
- result in an application that is not properly made
- cause a referral entity¹ to make a submission on the change or alter one that had already been made
- cause a person to make a submission on the change or alter one that had already been made
- compromise the ability of the Coordinator-General to make a decision on the original application.

Requesting a change to an SDA application

A proponent who wishes to make a minor change to an SDA application before the Coordinator-General makes a decision on the application may make a written request.

When making a request to change an SDA application, a proponent is required to:

- make the request on the approved form ([Development schemes, applications and requests | Office of the Coordinator-General](#))
- identify the SDA application to which the request applies
- describe the change being requested, and include sufficient information to support that the proposed change is a minor change
- include payment of the relevant fee (see *Overview of fees for the Office of the Coordinator-General* at [Development schemes, applications and requests | Office of the Coordinator-General](#)).

Assessment of request

The assessment process for a properly made request generally comprises the following steps:

- (1) request lodged
- (2) if necessary, the Coordinator-General seeks additional information from the proponent
- (3) if required, a copy of the request is sent to relevant referral entities

¹ Some development schemes use the term 'referral agencies'. For this advisory note agencies and entities are taken to have the same meaning.

- (4) Coordinator-General assesses the request and issues a notice of the decision.

If a request to change an SDA application is made, the application will be placed on hold until the Coordinator-General makes a decision on the request.

Referral entities may be consulted if, in the opinion of the Coordinator-General, the proposed change to the application would affect the referral entity.

If the request is approved, the assessment of the SDA application will continue as if the requested change had been part of the original application. (This will be confirmed in the notice of the decision.)

If the request is refused, the notice of the decision will include the reasons for the decision. The original SDA application will remain valid and assessment of it will recommence, unless the proponent withdraws it.

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.

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