Development Application Checklist

☐ **DA Form 1** – Required for new applications.

☐ **DA Form 5** – Required for change applications (minor or other).

☐ **Covering Letter** – Describes the type of application being made.

☐ **Land owners Consent** – Required where applicant is not the owner of the land and the type of application is for a material change of use or works on premises that are below high-water mark i.e. mean high water springs.

☐ **DA Lodgement Fees and Form** – The **DA fees** are listed on the **DA Fees Schedule**, and the **application form** will allow an invoice to be generated.

☐ **Relevant Plans** – Required to provide:

    a) Locality plan/s showing –
        i. boundaries of all lot/plans (real property description to be shown on plan);
        ii. lease area boundary;
        iii. adjoining activities relevant to the development e.g. storage site, wharf, and any roads or product transfer sites between them.

    b) Site plan/s showing –
        i. title, scale, legend, author of the plan, and north point;
        ii. site details (real property description and address);
        iii. existing and proposed development/structures;
        iv. existing and proposed landscaping;
        v. on-site parking and vehicle movement;
        vi. setback distances to structures (existing and proposed), property and lease boundaries (all boundaries);
        vii. exclusion zones and/or restricted areas if appropriate i.e. major hazard facility.

    c) Plans showing any Matters of Environmental Significance and any applicable overlays (refer to State Government Development Assessment Mapping System).

    d) Plans are to be provided to an appropriate scale.

☐ **Engineering Drawings** – Required to provide 70% design standardised 'for construction' engineering drawings prepared by a suitably qualified person, for –

    a) All proposed buildings and structures e.g. offices, warehouses, car parks, conveyors, wharfs, etc;

    b) Stormwater drainage infrastructure;

    c) Electricity, water and sewer reticulation, and proposed roads;

    d) Earthworks including cut and fill and any proposed dredging activities;

    e) Sectional views;

    f) Landscaping;

    g) Drawings for tidal works must be RPEQ certified at the time of submission.

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☐ **Planning Report** – Required to include -

   a)   Description of development location;

   b)   Description of development types being applied for;

   c)   List of development approvals being applied for e.g. *Planning Regulation 2017* approval triggers relevant to the application;

   d)   List of previous approvals on the site (if known);

   e)   Description of the proposed use/s of the land and an assessment of or statement of consistency with relevant precinct intents;

   f)   Copies of any pre-lodgement meeting minutes from GPC or SARA;

   g)   Assessment against either:

      i.   GPC development code responses (table templates available) where GPC is Assessment Manager; or

      ii.   *Transport Infrastructure Act 1994* Chapter 8, Part 3 where GPC is Referral Agency.

☐ **Environmental Management Plan** – Construction phase and Operational phase as relevant must include incident notification and oil/fuel/pollutant spill management and prevention.

☐ **Traffic Management Plan** - Construction phase and Operational phase as relevant.

☐ **Other Plans or Reports** as relevant e.g. Geotech investigation, acid sulphate soil and PFAS investigation, Emergency Response/Management Plan including a Cyclone Management Plan (where appropriate), Noise Impact Assessment, Traffic Impact Assessment, Site Rehabilitation Plan (if required), Risk Assessment Reports, Stormwater Management Plan, Vegetation Management Plan, Lighting Management Plan, Turtle Management Plan, Dredge Management Plan, Qualitative Risk Assessment where required.

Reference to DA forms guide, relevant plans, planning report template and owners consent guide:
Development application forms and templates | Planning

GPC follows the same process as other regulators of development, using the Development Assessment Rules for Queensland's planning system. Below is a summarised version of this process.
For detailed process options, refer to Development Assessment Rules.

For more information, contact the GPC Planning Team at planning@gpcl.com.au