

FACT SHEET

Lodgement and Properly Made Applications



Properly made applications

A development application is properly made when it has satisfied the requirements under section 51 of the *Planning Act 2016*. This section states that all development applications must be:

- made to the assessment manager;
- in the approved form, as required by the relevant [DA Form](#);
- accompanied by any supporting information identified on the approved form as being required;
- accompanied by the owner's consent for any Material Change of Use of premises or Reconfiguring a Lot applications under section 51 of the *Planning Act 2016*;
- accompanied by the fee for administering the application fixed by resolution of the Logan City Council.

An application is deemed to be properly made once the properly made requirements outlined above have been satisfied. The assessment process will then commence and a Confirmation Notice will be issued to the applicant within 5 days, under Part 1 (Application) of the Development Assessment Rules.

If a development application fails to satisfy the properly made requirements, an Action Notice will be issued to the applicant. The applicant must take the action outlined in the Action Notice within 20 business days after receiving the notice. If the required action is not undertaken within that period, the application is taken to have not been made, in accordance with Part 1 (Application) of the Development Assessment Rules.

Required supporting information

Properly made applications require relevant supporting information as detailed on the applicable [DA Form](#). Development applications generally require the following information to be submitted:

- The approved [DA Forms](#);
- Supporting information addressing any applicable assessment benchmarks (refer to the DA Forms Guide: [Planning Report Template](#) for further information);
- Relevant plans of the development (refer to the DA Forms Guide: [Relevant Plans](#) for further information).

Lodging an application

Development applications in the City of Logan can be lodged with Council by one of the following methods:

- **Online (electronically):** Council's [Online Services](#) platform provides an application lodgement option; you must be a registered user with the service (registration and sign-in facilities are provided).
 - The required forms, plans and supporting documents must be attached to the application.
 - The required fee must be entered (see the section below for information about determining the applicable fee).
 - Payment can be made via credit card, or as part of the lodgement a Notice of Account (with BPAY details) can be requested (this will be issued via email to the applicant, generally within 24 hours). When payment has been made and the applicant has notified Council, the application will become properly made (assuming it meets all other requirements) and a Confirmation Notice will be issued to the applicant via email, within 5 days.
- **Email.** Development applications can be emailed to DALodgements@logan.qld.gov.au. A Notice of Account will be issued via email to the applicant, with the correct fees and online payment options (as per the process above for online lodgement).
- **In person.** Applications can be lodged at the Planning, Building and Plumbing counter at the Logan City Council [Administration Centre](#) at **150 Wembley Road, LOGAN CENTRAL**. Alternatively, applications can also be lodged at Council's [Beenleigh](#) or [Jimboomba](#) customer service centres.

Logan City Council

PO Box 3226 Logan Central QLD 4114

Document Reference: #10703048

Phone: 3412 5269

Email: council@logan.qld.gov.au

Web: logan.qld.gov.au

FACT SHEET

Lodgement and Properly Made Applications



- **Post.** Development applications can be mailed to:

Logan City Council

PO Box 3226

Logan City DC QLD 4114

For more information on application lodgement please visit Council's [website](#).

Fees and payment

All applications must be accompanied by the application fee which is set by resolution of Council and can be identified via:

- The [Register of Cost Recovery Fees and Schedule of Commercial and Other Charges](#) published on Council's website;
- The [Logan PD Hub](#), which includes a Development Fees Estimator; or
- By emailing dafeerequest@logan.qld.gov.au.

There may also be fees associated with other aspects of the development, if approval is granted. These may be associated with further permits required later in the process (e.g. for operational works, vegetation clearing) and infrastructure contributions.

If there is a discount applicable (e.g. for charities or as a result of negotiations), relevant and current supporting documentation must be provided with the application.

Payment can be made via the following methods:

- **Credit Card:** Credit Card payment can be made in person at the time of lodgement, or [online](#) as part of or subsequent to the lodgement transaction.
- **BPAY:** If you have received a Notice of Account, BPAY details will be included (this is generated when the application is lodged and checked by Council staff). Payment can be made via your banking services portal, using a savings or cheque account.
- **Cheque:** Cheques can be provided with any applications that are lodged in person or through the post.
- **Cash:** Cash payment can be made for applications lodged in person at one of Council's customer service centres.

Further information

For further information:

- access applications you have previously lodged (since 3 July 2017) using the My Applications link, under the General Enquiry – Applications Enquiry menu in Council's [Online Services](#) platform.
- visit Council's [Planning & Development webpage](#);
- contact Council using the details provided in the footer of this Fact Sheet; or
- visit the Planning, Building and Plumbing counter at 150 Wembley Road Logan Central; opening hours and directions are available on Council's [website](#).

Logan City Council

PO Box 3226 Logan Central QLD 4114

Document Reference: #10703048

Phone: 3412 5269

Email: council@logan.qld.gov.au

Web: logan.qld.gov.au