

FACT SHEET

Development Application Submissions



Introduction

This fact sheet provides information about submissions to, and public scrutiny of, impact assessable development applications lodged with Logan City Council.

A person other than the applicant may make a submission about an impact assessable development application (objecting or supporting the proposal) during the notification period for that application. The submission must be properly made in order for the submitter to have appeal rights to the application. Council will take the submission into account even if it is not properly made as long as it is received before the application is decided.

About public notification

With impact assessable development applications, the public must be notified about the proposal and have the opportunity to comment on it by making a 'submission'. The public notification must be carried out in accordance with Part 4 (Public Notification) of the Development Assessment Rules, under the *Planning Act 2016*, which requires that details of the proposal are included in:

- a notice placed on the land;
- a notice sent to adjoining owners; and
- a notice placed in at least one locally circulating newspaper.

The notification period (period during which submissions can be made) will be at least 15 business days.

Information about proposed development

For information about development applications currently on public notification, please:

- use the '[Development Applications on Notification](#)' link available under the General Enquiry – Applications Enquiry menu in Council's Online Services platform; or
- visit the Planning, Plumbing & Building counter at Council's Administration Centre, where you will be able to view the application.

To find information about a proposed development at any time (not just during the public notification period) please:

- Use the online Development Enquiries function in [Planning and Development \(PD\) Online](#) on Council's website (logan.qld.gov.au). PD Online also provides lists of recent development application activity, including lodged and decided applications for this/last week and this/last month. All documents associated with the development application, including forms, plans and submissions, are available for public scrutiny.
- Use the development applications data available in Council's Open Data Portal, available on Council's website – this will provide basic information about the application only and does not include associated documents.

Making a submission (objecting or supporting)

All submissions are made under the requirements of the *Planning Act 2016*. In order for a submitter to have appeal rights, the submission must:

- be made in writing to Council (email, hard-copy or online) and be signed **by each person** making the submission;
- be received by Council during the notification period (on or before the last day); and
- include:
 - the name (first and surname) and full residential or business (street) address of **all** submission-makers;
 - reasons for the submission (grounds, facts, circumstances relied on to support the grounds);
 - one postal or electronic address for service relating to the submission for all submission-makers.

Logan City Council

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To ensure efficient acknowledgement and consideration of the submission, please include in the submission the application number and/or property address.

Council encourages online submissions, in which case the application details are automatically included. Please use the [Development Applications on Notification](#) link via the General Enquiry – Applications Enquiry menu in Council's online services platform. Select the application from the list and use the Submit Response button to register your support for or objection to the proposal. No registration or login is required, however true and accurate name and address details must be entered to render the submission properly made. Attachments (e.g. a signed letter) can be included.

Submissions can alternatively be emailed, posted or delivered to the addresses at the bottom of this fact sheet.

Please note that all submissions received by Council are held on the development application file, which is available for public scrutiny (viewing at the Planning, Plumbing and Building counter at Council's Administration Centre and on PD Online).

After your submission

Council will acknowledge your submission within five business days of receiving it; if you have not received a response after that time, please contact Council.

A submission can be modified during the notification period (the period during which submissions can be made) only. You can withdraw a submission any time before Council makes its decision.

Council's decision on the application

Whilst Council considers all submissions in its assessment of the application, only properly made submitters will be notified of Council's decision. For petitions, only the principal submitter (i.e. first signatory) is notified of Council's decision on the application. Council's decision notice will be accessible to the public via PD Online.

All properly made submitters have the right to appeal Council's decision, with 20 business days from the day of receiving notice of Council's decision in which to lodge an appeal to the [Planning and Environment Court](#).

All Council and committee meetings are open to the public. However, not all impact assessable development applications require a decision to be made at a Council meeting; it may be decided under delegation by a Council officer. If the development application does require a decision to be made at a Council meeting, you can request a deputation to address the meeting of the Planning and Development Committee when the application is considered.

To find out more, including when Council will consider a particular application, please contact Council.

Further information

For further information:

- 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](#).

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