

FORM: RiskSmart Planning Checksheet

Use this form for lodging a RiskSmart Planning development application. To learn more about eligibility, lodgement and how to become an accredited RiskSmart Consultant, please see [Streamlined services](#) on Council's website.

Section 1: Application Details

Accredited consultant name / company	
Applicant name	
Development site address	
Applicable zone(s)	
Contact number	
Email address	
Description of proposal	

Note: By providing this email address you are giving consent to Council to use this address to communicate with you in relation to this service.

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy.

Section 2: Can my proposed development be RiskSmart?

All code assessable development applications can potentially be RiskSmart. The following criteria will exclude a development proposal from being assessed under RiskSmart:

(✓)	Exclusion Criteria
<input type="checkbox"/>	The proposal is Impact Assessable.
<input type="checkbox"/>	The application is lodged by a consultant that is not RiskSmart accredited. <i>Please check Council's website for information on RiskSmart Consultants or becoming accredited.</i>
<input type="checkbox"/>	The proposal involves any of the following land uses: <ul style="list-style-type: none"> • Rooming accommodation (with more than five rooming units) • Adult store • Health care services (for pharmacotherapy) • Brothel.
<input type="checkbox"/>	The proposal is seeking an offset for a Trunk Infrastructure Item. <i>Proposals may be considered where seeking an offset for a Trunk Infrastructure item, however, a Pre-lodgement meeting is mandatory and all items MUST be dealt with prior to lodgement for RiskSmart Pre-lodgement review.</i>
<input type="checkbox"/>	The proposal involves building work or earthworks over either stormwater, sewer or water infrastructure or easements. <i>This may not apply where advice / consent has been previously sought and can be provided upfront.</i>
<input type="checkbox"/>	The land where the development is proposed is subject to a current compliance notice(s).

Note: We are always happy to consider innovative new ideas, however some proposals may not be suitable for RiskSmart, particularly if they do not meet the relevant Logan Planning Scheme 2015 standards or require extensive input / review from Council officers. For this reason, Council officers reserve the right to exclude any proposal from RiskSmart where constraints and / or issues are deemed to be too complex to progress through the RiskSmart process.

Section 3: What happens if my application needs State Referral?

A State Referral requirement does not exclude a development proposal from RiskSmart assessment. RiskSmart applications that require referral to the State will be issued a Confirmation Notice. Once the referral stage is complete, we will approve the application within five (5) business days.

Section 4: Do I need a Pre-lodgement meeting?

It is recommended you request a Pre-lodgement meeting for all complex development applications.

Pre-lodgement meeting request forms are available on Council's [website](#).

Logan City Council also offers an extensive Pre-lodgement review service for all new RiskSmart planning application proposals (DARS). Applications receive a unique DARS Pre-lodgement number and are reviewed by Council's technical experts where a written feedback response is provided within five (5) business days. Once all issues are resolved we provide an invitation to lodge which includes a notice of account.

The DARS process is not compulsory and optional for simple MCU or BWAP applications. However, where an application is lodged through RiskSmart and contains mistakes or is incomplete an Action Notice will be issued, the application will be assessed outside the RiskSmart framework and the RiskSmart discounted fee will no longer apply.

Section 5: What should I include for a DARS Pre-lodgement review?

In order to streamline the DARS process it is recommended the following information is provided:

(✓)	Information required
<input type="checkbox"/>	Proposed plans of development.
<input type="checkbox"/>	A detailed Town Planning Report (where relevant). <i>Not required for simple MCU or BWAP applications.</i>
<input type="checkbox"/>	DRAFT Development Approval Conditions. <i>Council has cloud storage platform which contains Draft Development Approval Conditions packages. These packages are updated from time to time so please</i>

(✓)	Information required
	<i>check you are using the most up-to-date version. Logan Water conditions are provided as part of the DARS process.</i>
<input type="checkbox"/>	A Delegates Report addressing all non complying Acceptable Outcomes. <i>The report should state how or in what way the proposal complies with the Performance Outcomes (POs). Where a performance solution is sought the report should include a statement(s), and where appropriate a plan / report / condition or other documentation, addressing the relevant POs.</i>
<input type="checkbox"/>	Any technical reports required to support the application as triggered under the Logan Planning Scheme 2015 (see Table 1 below).

Section 6: I am now ready to lodge my application. What is required?

All properly made requirements as per the *Planning Act 2016* including:

(✓)	Information required
<input type="checkbox"/>	The correct fee . <i>Payment of fees should be either prior to or with lodgement. For applications that have been lodged first through the DARS process you should provide proof of payment (bank remittance) of the Notice of Account issued with the Invitation to Lodge. For online lodgement where you have not utilised the DARS process, the application fee is not included with the lodgement. You will therefore need to include a credit card authority with the application.</i>
<input type="checkbox"/>	Final copies of plans of development and applicable reports.
<input type="checkbox"/>	DRAFT Development Approval Conditions. <i>Applications that have not been lodged first through the DARS process should have contacted Logan Water (WaterDA@logan.qld.gov.au) to obtain the applicable approval conditions prior to lodgement.</i>

If there are no critical issues, we will provide a Decision Notice within five (5) business days.

Table 1: Triggers for specialist reports / plans that may be required

Trigger	Report Required
Increasing the impervious area on a site.	Stormwater Management Plan (SMP). A concept SMP <u>will be</u> required to demonstrate no worsening where an increase to the impervious area on the site is proposed, however, will not form part of the approval documents. Stormwater quality will also need to be addressed.
Slope greater than 12% in the development area.	Geotechnical Report.
New Roads and/or retaining walls greater than one metre.	Concept earthworks plan(s).
Vegetation Management Area.	Ecological Assessment Report.
Bushfire Hazard Area.	Bushfire Hazard Assessment.
(Flood) Inundation Area.	Flood study report and / or survey to confirm the development area is located outside Flood Inundation Area.
Wetland Buffer.	Ecological Assessment Report and / or Environmental Offset Report.
Waterway corridor.	Ecological Assessment Report. This must demonstrate how the development proposal will protect and enhance ecosystem processes and the function of a waterway corridor, wetland, and their riparian areas.
Proposed Sewer Pump Station.	Noise and Odour Report.
Heritage overlay.	A Heritage Assessment Report.

Trigger	Report Required
Where the crossover for the development is within 20 metres of: <ul style="list-style-type: none"> • A signalised intersection; or • Round-a-bout. 	Traffic Assessment Report.
Where a relaxation to the on-site parking and servicing is required.	Carparking Assessment Report.
Development adjacent to a sensitive land use.	Noise Assessment Report.
Proposed extension to Council's Water of Sewerage infrastructure.	Servicing Plan.
Landscaping that will become a Council asset such as footpath treatments and / or stormwater detention basin landscaping.	Landscape Plan.

Note: All technical reports must:

- be prepared in accordance with [Planning Scheme Policy 5 – Infrastructure](#);
- be undertaken by a suitably qualified professional;
- demonstrate awareness of each other; and
- not contradict another report. E.g. any clearing of protected vegetation for bushfire management purposes must be considered in an Ecological Assessment.