

# 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 an email address in the table above 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](http://logan.qld.gov.au/privacy).

## Section 2: RiskSmart Criteria

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 who is not RiskSmart accredited. <i>Please check Council's <a href="#">website</a> for information on RiskSmart Consultants</i>
<input type="checkbox"/>	The proposal involves any of the following land uses: <ul style="list-style-type: none"> <li>• Rooming accommodation (with more than five rooming units)</li> <li>• Adult store</li> <li>• Health care services (for pharmacotherapy)</li> <li>• Brothel.</li> </ul>
<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 <b>must</b> be dealt with prior to lodgement.</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).
<input type="checkbox"/>	The land where the development is proposed is subject to flood risk (either identified on the Flood hazard overlay in the planning scheme (OM-05), or updated Flood Awareness mapping).

**Note:** Some proposals may not be suitable for RiskSmart, particularly if they require extensive input / review from Council officers. We reserve the right to exclude any proposal which has constraints or issues which are too complex to progress through the RiskSmart process.

## Section 3: State Referral

A requirement for State Referral does not exclude a development proposal from RiskSmart assessment. After the referral stage is complete, we will check that all State conditions are consistent with Council conditions. We will then approve the application within 5 business days.

## Section 4: Pre-lodgement meeting

We offer an extensive Pre-lodgement review service for RiskSmart planning application proposals. This includes a review of technical reports by Council's technical experts. We will provide a written response within 10 business days.

We recommended that you request a Pre-lodgement meeting for all complex development applications. Pre-lodgement meeting request forms are available on Council's [website](#).

To streamline the final application lodgement process, the table below lists the information that must be included with your pre-lodgement request.

<input checked="" type="checkbox"/>	Include with your pre lodgement request
<input type="checkbox"/>	All proposed plans of development including site plan, elevations, servicing plans, landscape plans etc.
<input type="checkbox"/>	All technical reports/plans you would like reviewed prior to lodgement of the application (see <a href="#">Table 1</a> below).

## Section 5: Lodging the application

To lodge a RiskSmart application please either:

- email the application to [DARiskSmart@logan.qld.gov.au](mailto: DARiskSmart@logan.qld.gov.au) (not DALodgements); or
- lodge the application using our online services, including the word RiskSmart in the title so it can be promptly directed to the RiskSmart team.

✓	Requirements for properly made and well made RiskSmart applications
<input type="checkbox"/>	Made to the assessment manager.
<input type="checkbox"/>	On the approved relevant application form. <i>Please see <a href="#">Application forms and lodgement</a> on Council's website.</i>
<input type="checkbox"/>	Include supporting information identified on the approved form and all supporting technical reports (see <a href="#">Table 1</a> below).
<input type="checkbox"/>	Include 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).
<input type="checkbox"/>	Include a draft set of <b>development conditions</b> . <i>Note: Due to the fast turn-around time for applications, the applicant will need to <b>stop the clock</b> if they want to negotiate any changes to the draft conditions or review any Council changes to the conditions prior to the approval being issued.</i>
<input type="checkbox"/>	Include a <b>Town Planning and Delegate Report</b> that address the requirements of all relevant Planning Scheme codes and Council and State requirements. <i>Note: A Delegate Report is not required when RiskSmart applications are lodged through the LAP.</i>
<input type="checkbox"/>	Include sufficient information for infrastructure charges to be calculated.

## Section 6: After lodgement

We will issue an **Action Notice** for RiskSmart applications where the required fee has not been paid.

*Where an application lodged through the RiskSmart process contains significant errors or is incomplete, the application will be excluded from the RiskSmart process. The standard timeframes from the Planning Act 2016 will apply to the assessment and the RiskSmart discount will no longer apply to the application fee.*

Once the application is properly made, we will issue a **Confirmation Notice** within 5 business days (under Part 1 (Application) of the Queensland Government - Development Assessment Rules).

We may issue an **Information Request** for the application. If this happens you will be notified by email. Our review of your response to the Information Request will take approximately 5 business days. If the information you provide in your response is satisfactory the approval will be issued within 5 business days.

Please note that multiple reviews are no longer available. If there are remaining issues after your response to an Information Request, the applicant will need to **stop the clock** to allow the concerns to be resolved. If they cannot be resolved the application will be excluded from the RiskSmart process and the standard timeframes from the *Planning Act 2016* will apply to the assessment.

## Table 1: Specialist reports / plans

The table below lists technical documents needed if the development proposal meets certain criteria. 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 (for example, any clearing of protected vegetation for bushfire management purposes must be considered in an Ecological Assessment).

Criteria	Reports/plans required
Increasing the impervious area on a site	Stormwater Management Plan (SMP). A concept SMP will be required to demonstrate no worsening where an increase to the impervious area on the site is proposed, however it 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 1 metre	Concept Earthworks Plan(s)
Vegetation Management Area	Ecological Assessment Report

Bushfire Hazard Area	Bushfire Hazard Assessment Report
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	Heritage Assessment Report
Has a crossover within 20 metres of a signalized intersection or roundabout	Traffic Assessment Report
Requires a relaxation to on-site parking and/or servicing	Carparking Assessment Report
Adjacent to a sensitive land use	Noise Assessment Report
Extension to Council's Water or Sewerage infrastructure	Servicing Plan
Landscaping that will become a Council asset such as footpath treatments and / or stormwater detention basin landscaping	Landscape Plan