

FACT SHEET

Lodgement and Properly Made Form 1 Applications

Properly made applications



An application for a permit for plumbing and drainage and on-site sewerage work is properly made when it has satisfied the requirements under the *Plumbing and Drainage Act 2018* (The PD Act). The PD Act states that all permit applications must be:

- made to the local government; and
- in the approved form ([Form 1](#) via [online services](#)); and
- accompanied by:
 - the application fee; and
 - the documents required under Plumbing and Drainage Act 2018 for the application; (e.g. an Evaluation report for on-site sewerage and greywater facilities)

An application is deemed to be properly made once the properly made requirements outlined above have been satisfied. The assessment process and timeframes for assessment will then commence.

If an application for a permit fails to satisfy the properly made requirements, a 'Not Properly Made Action Notice' will be issued to the applicant. The applicant must take the action outlined in the Notice within 5 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.

Required supporting information

Properly made Permit applications require relevant supporting information as detailed on the [Form 1](#). Applicants are required to submit the following:

- The approved [Form 1](#) lodged via [online services](#);
- Relevant plans
- an Evaluation report for on-site sewerage and greywater facilities

Lodging an application

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

- **Online (electronically):** Council's [Online Services](#) platform (Council's preferred method of lodgement) 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.

Logan City Council

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- 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 the assessment process and timeframes for assessment will then commence.

- **In person.** Customers and residents requiring assistance to access online lodgement facilities can visit the Planning, Building and Plumbing counter at the Logan City Council [Administration Centre](#) at **150 Wembley Road, LOGAN CENTRAL**

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 in order to be deemed "Properly Made". Application fees 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.

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.
- **Cash:** Cash payment can be made for applications lodged at the Planning, Building and Plumbing counter at the Logan City Council Administration Centre **150 Wembley Road, LOGAN CENTRAL**

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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