# Logan ePlan

# Help (User Guide)
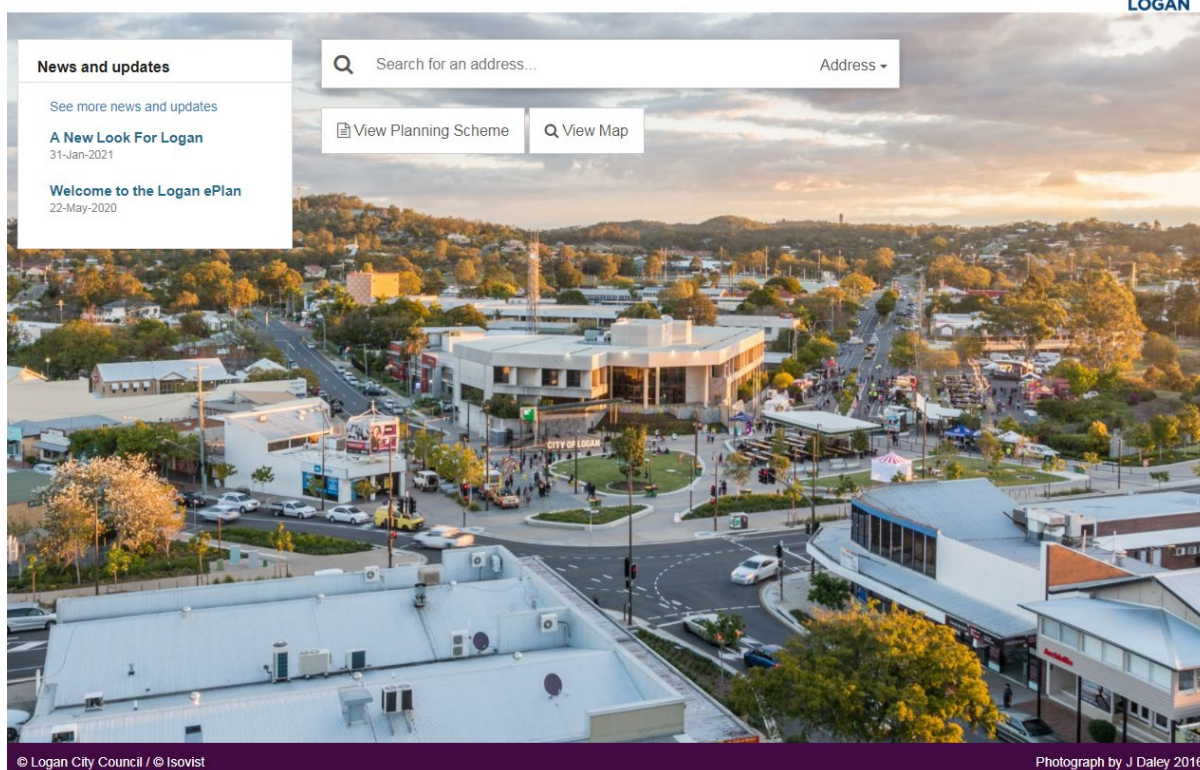


## Table of Contents

# Introduction

The Logan ePlan is an online planning scheme management platform, available on any internet-connected device via a web browser.  The ePlan platform provides:

- An **interactive viewer** - to view the Logan Planning scheme (LPS) content (text, tables, figures, maps) and facilitate easy navigation, searching, book marking etc.

- **Downloadable reports** of parts or the entire scheme, as well as code compliance tables (in MS Word format) for the relevant parts (6, 7, 8 and 9).

- A **mapping interface** that allows you to view filtered scheme content relevant to a selected property.

- An **online portal**, where you can **lodge feedback** and make suggestions for improvement to the current version of the scheme (and/or specific provisions), to be considered for future amendments.

- An interactive viewing and **comparison feature** (to easily identify changes) for different versions of the scheme, and proposed amendments on public consultation, with an **online portal** to **lodge submissions**.

The Logan ePlan complements the Logan PD Hub and Development Enquiry Tool, with the ePlan providing a focus on the LPS content and an alternative interactive mapping option. A PDF copy of the entire Logan Planning Scheme remains accessible via Council's website.

# Purpose & Scope

The Logan ePlan provides online access to the Logan Planning Scheme and proposed amendments on consultation. It is designed to be used in conjunction with:

- the Logan PD Hub, which is Council's online hub to support planning and development in the City of Logan, providing interactive mapping, tools, estimators and information reports (e.g. property, flooding, planning, zones);

- the Development Enquiry Tool, which provides access to information about development, building and plumbing applications lodged with Logan City Council, including associated forms, plans etc.; and

- further information available on Council's website for related topics such as:

  - development applications and assessment processes (click here), and/or

  - the management of vegetation and our environment (click here).

The Logan ePlan covers the Logan City Council Local Government area, excluding the two Priority Development Areas (PDAs) which are managed by the Queensland Government:

- Yarrabilba

- Flagstone

For areas outside of the City of Logan, please refer to the websites of the relevant local government, e.g. for areas surrounding Logan it may be Scenic Rim, Gold Coast, Ipswich, Brisbane, or Redlands.
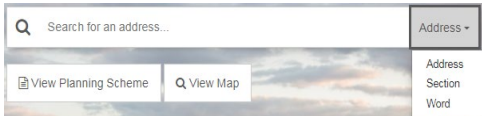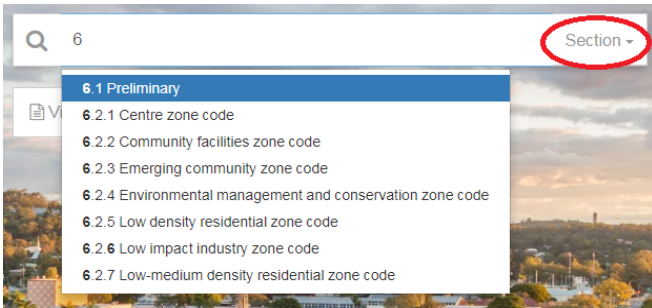
# General Use & Navigation
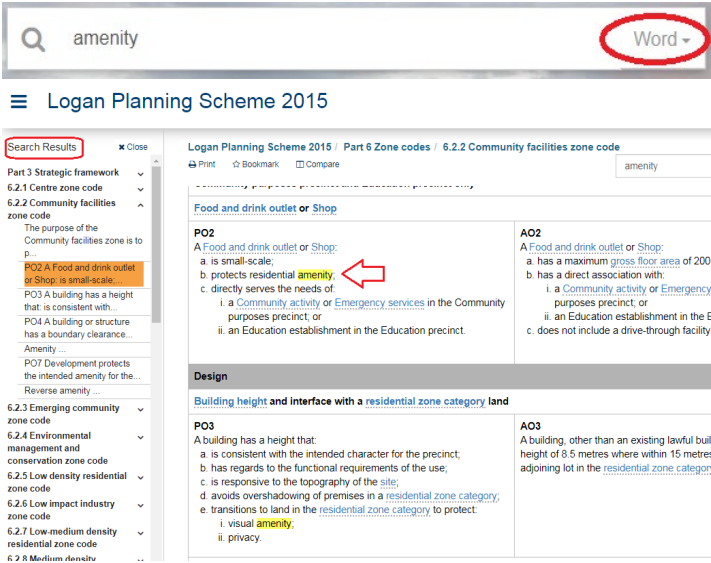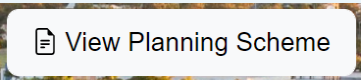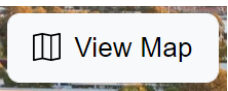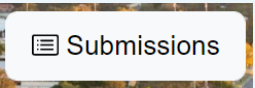
Terms of Use for the Logan ePlan are accessible via a link in the ePlan menu. In using the tool, you are accepting the Terms of Use.  Please read them carefully upon your first use of the service, and contact Council if you have any questions.

If you believe there is an inconsistency, discrepancy or error in the information displayed, please contact Council (via the link on the ePlan menu) with specific details of the relevant part/section or map of the planning scheme (including locational context if applicable (e.g. property address)).
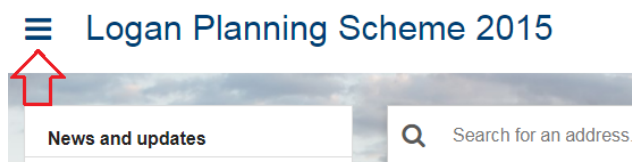
The Logan ePlan is designed for use within a web browser (Google Chrome is recommended).  The ePlan features a responsive design which will adjust to different device screen sizes, including smart phones.

The ePlan's landing page includes the features outlined in the table below.

| Feature | What it does |
|---|---|
| Logan City Council logo (top right)  | Provides a link to Council's website (home page):  Logan City Council. |
| Logan Planning Scheme 2015 (top left)  | Returns you to the ePlan landing/home page, from which you can access any of the features / links. |
| News and Updates (box on left)  | Displays any current news or updates relating to the Logan Planning Scheme.  Clicking on the title of the item will take you to the full list of items, shown in chronological order with the most recent item listed at the top. If there are no current news items, a link to historic items will be available. |
| Search bar (top centre)  | Allows you to search for a property using street address or lot and plan (e.g. "Lot 11 SP 210666").  The drop down arrow/menu on the right hand side of the search bar allows you to change the search context to be a particular section of the planning scheme, or a specific word.  For example:  |

| Feature | What it does |
|---|---|
|  | If you are using the Word search, type the word and then press enter – the search results will be displayed in the viewer, for example:<br><br> |
| View Planning Scheme (first button on the left)<br><br> | Displays the interactive planning scheme viewer which displays the entire Logan Planning Scheme content, with a navigation panel down the left-hand side. The latest version of the scheme is loaded by default, and there is a 'Change' link available to select other versions.<br><br>See Logan Planning Scheme. |
| View Map (button in the centre)<br><br> | Displays the interactive mapping viewer which allows you to review maps (e.g. zones, overlays) from the Logan Planning Scheme, along with key base maps such as cadastre (property and road boundaries) and aerial imagery.   The map viewer also includes a property search feature with filtering of the planning scheme content.<br><br>See Logan Planning Scheme Mapping. |
| View Submissions Portal (last button on the right)<br><br> | An online ePlan Submissions portal to provide feedback about the current scheme or make a submission on any proposed amendments that are currently on public notification. |

**Menu:** The ePlan's menu (☰) includes the links outlined in the table below.

Logan Planning Scheme 2015

News and updates

Search for an address.

| Clicking on …. | Takes you to …. |
|---|---|
| Home | ePlan landing/home page, from which you can access any of the features / links.  You can also return 'Home' at any time by clicking on "Logan Planning Scheme 2015" in the title bar. |
| View the Planning Scheme | The interactive planning scheme viewer which displays the entire Logan Planning Scheme content.  See Logan Planning Scheme. |
| View Maps (with property search) | The map viewer which has an interactive map which allows you to review information from the Logan Planning Scheme and search for a property.  See Logan Planning Scheme Mapping. |
| About the Planning Scheme | Council's website, where there is further information about the Logan Planning Scheme, amendments and related topics.<br><br>https://www.logan.qld.gov.au/planning-and-development/logan-planning-scheme |
| Historic Planning Schemes (2017 and earlier) | Council's website, where there is further information about superseded and historic planning schemes for the City of Logan, including the former Beaudesert and Gold Coast schemes which were in effect until 2015 following local government amalgamations in 2008.<br><br>https://www.logan.qld.gov.au/planning-and-development/previous-planning-schemes |
| Terms of Use | The Terms of Use Statement for the ePlan. |
| Help | The tool's Help guide (*loads this document*). |
| Logan PD Hub | The Logan PD Hub, which is Council's online hub to support planning and development enquiries and services in the City of Logan.  It provides a range of free tools including interactive mapping, estimators and information reports. |
| Infrastructure Charges | Council's Infrastructure Planning & Charges webpage, with access to the Logan Charges Resolution and infrastructure charges estimate tools. |
| Contact a Planner | The Contact our team webpage, which provides contact information for Council's planning and development services (e.g. phone number, address, email). |

# Logan Planning Scheme (interactive viewer)

This section will help you interact with the planning scheme content in the online viewer.  Here you will find information about:

- Navigating different sections and versions of the scheme
- Viewing proposed changes to the scheme (amendments on consultation)
- Searching for text in the scheme
- Downloading (the page you're on, the whole scheme, or a code compliance/response table)
- Comparing versions of the scheme (to see what's changed)
- Bookmarking pages (so that you can easily come back to where you are, or share the link with others)
- Viewing definitions (to help you understand what terms mean).

## Navigating the scheme

The ePlan by default will always display the current version of the planning scheme. To check which version of the scheme you are viewing, its status and/or the date it commenced, check the top of the navigation panel on the left.



To change the version you are viewing, select the 'Change' option under the version details and then select the version you need from the list.  Note that content from (and including) Version 5.1 onwards is available in the ePlan; earlier versions can be accessed from Council's website via the option on the ePlan menu.

To navigate around different parts of the planning scheme you can either:

1. Use the panel on the left hand side to select the relevant part, expanding and collapsing parts as you need to:



2. **OR,** jump between sections using the embedded links (blue text). Use the 'back' button in your browser to return to the previous section you were viewing:

## Viewing a proposed amendment

When one or more proposed amendments to the planning scheme are open for public consultation/comment, you can view an amendment of interest using the panel on the left hand side (click 'Select').  A pop-up box will list any proposed amendments currently available; select (click on) the amendment you would like to view.
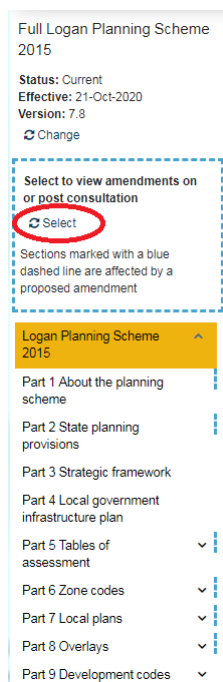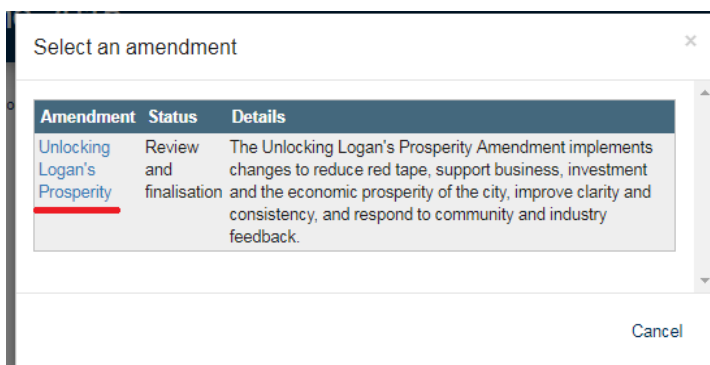




Once you have selected an amendment the navigation pane on the left will show:

- The amendment title and description, with a link to 'close' the amendment and return to the planning scheme ('Back to Plan')
- the sections of the planning scheme that are affected by the proposed amendment (i.e. have changes in them), with blue dashed outlines.
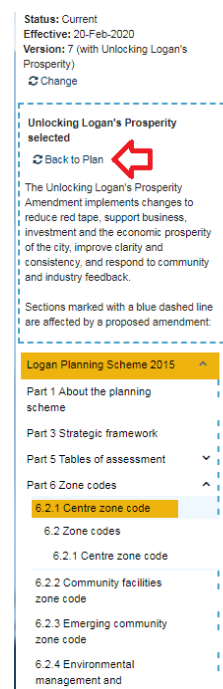


When you select one of the sections containing changes for the amendment, a message will appear at the top of the page, and the changed rows will have blue dashed outlines around them:
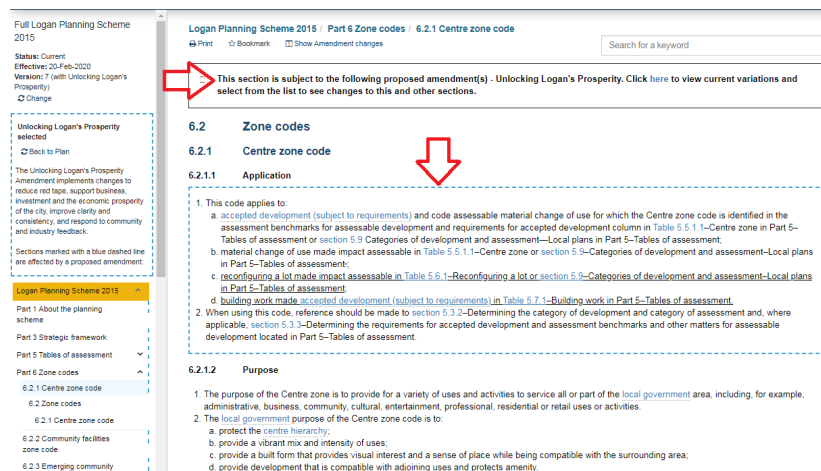
Use the "Show Amendment Changes' link at the top of the page to see the changes highlighted.



An instructional message will appear at the top of the page, and:

- Text which is shaded green and underlined has been inserted.

- Text which is shaded red and uses strikethrough formatting has been deleted.



Use the 'Hide Amendment Changes' link at the top of the page to 'close' the comparison view (i.e. remove the shading). The proposed changes will still be included, with blue dashed outlines around the affected sections, until you use the 'Back to Plan' link to close the amendment.
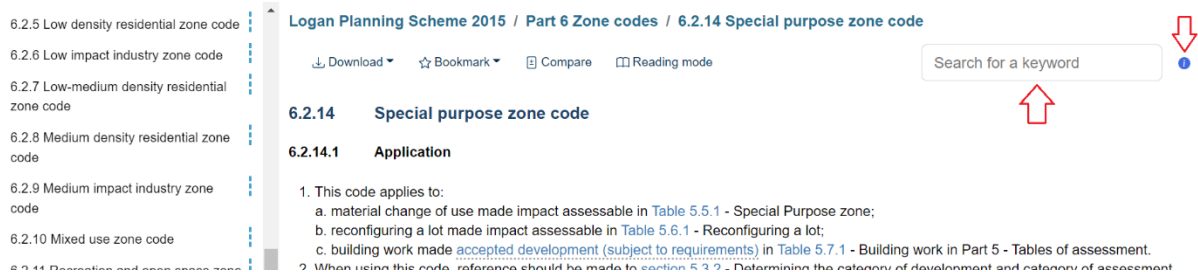
## Searching for text

The ePlan allows you to search for a word/provision within the Logan Planning Scheme document. In the search box on the top right corner of the page, type in a word(s) or provision and press enter. You can also use the 'question mark' icon on the right hand side of the search bar to access further instructions to help you find what you're looking for (e.g. to find a multi-word phrase, use quotation marks: "building height").



Search results will be displayed in the navigation pane on the left hand side. Each part of the planning scheme which contains a search match will be listed. Click on a part to 'open' it and view the sections within those parts where the text was found. Clicking on those sections will display their content, with the search term highlighted. Use the 'Close' link at the top of the Search Results pane to close the search and return to the planning scheme viewer.

## Downloading documents

The ePlan allows for printing of either the chapter or the code compliance/response tables by clicking on '**Download**' at the top of the page where the scheme content is displayed.  Content will be delivered in PDF (portable document format). Code compliance/response tables, (applicable only for Parts 6 (Zone codes), 7 (Local plan codes), 8 (Overlay codes) and 9 (Development codes) of the scheme), are available as MS Word documents.

System print functionality will depend upon the computing device and browser you are using, however in most cases you can select a printing device or save the document as a PDF.

The entire planning scheme will also be accessible on Council's website at: https://www.logan.qld.gov.au/planning-and-development/logan-planning-scheme.

## Bookmarking or Sharing Links

The ePlan also allows you to bookmark sections that you frequently use to make it easier and quicker to access them again in the future, using the save device and browser.   The Bookmark menu also allows you to 'Share link' for the current page (e.g. to email it to someone else).
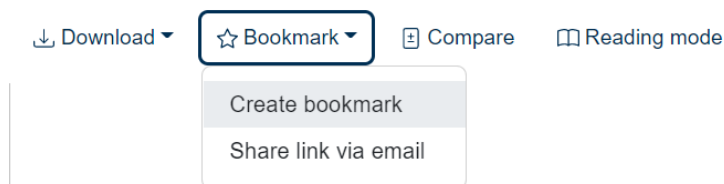


To create a bookmark, go to the part of the scheme that you wish to bookmark and press CTRL + D to bookmark the page.  A pop-up box will appear. Type a name for your bookmark and click 'Done' to finish *(Note:  these instructions may vary slightly depending on your web browser)*.
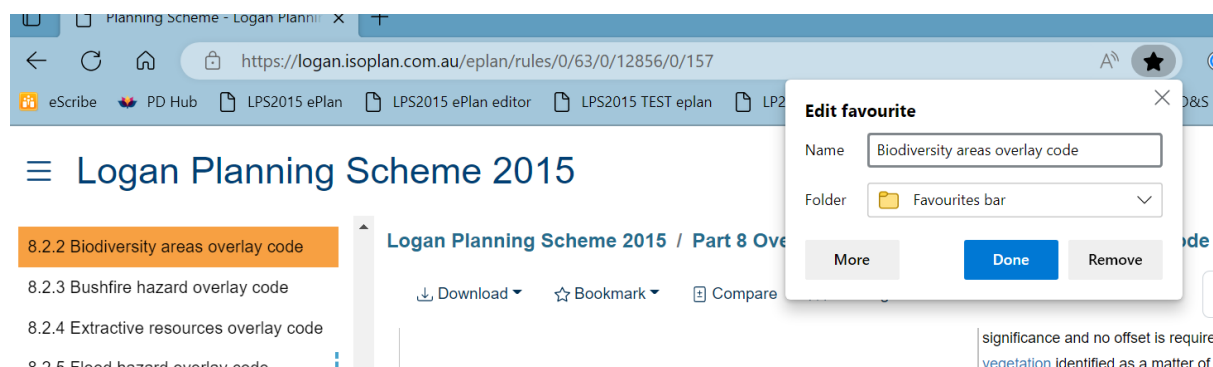


View and manage bookmarks using the existing functionality in your web browser (i.e. in the same way as you would for the bookmarks in any other website).

If you are using Google Chrome, click on the ellipses (…) at the top right corner of the browser, click 'Bookmarks', click 'Show bookmarks bar'.   A bar will appear at the top of the browser showing all the bookmarks that you have created.  If you click on one of the bookmarks, it will take you straight to that particular section.   Edit or delete a bookmark by right-clicking on it in the Bookmarks bar, or using the Bookmark Manager in your web browser.
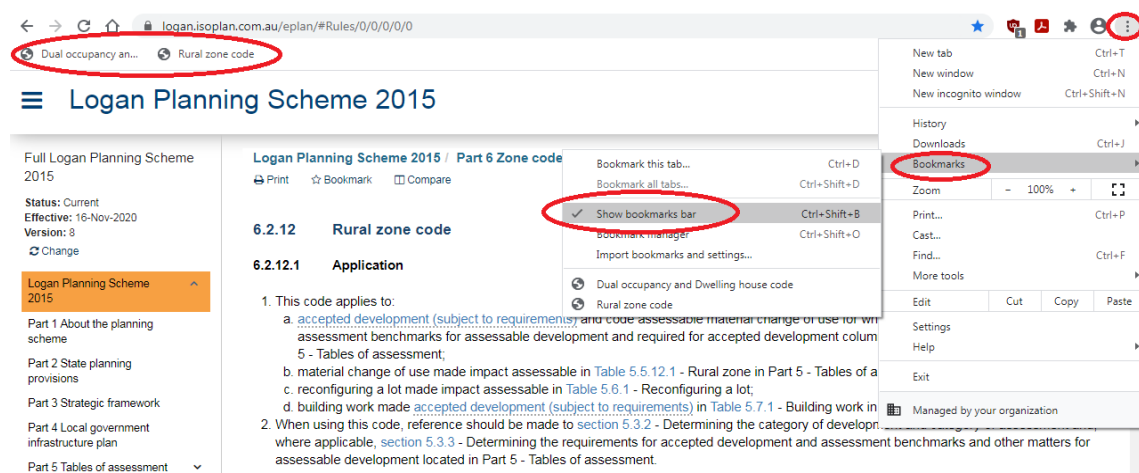
## Comparing versions

You can compare different versions of the planning scheme by clicking on 'Compare' at the top of the page.  A box will appear to prompt you to choose which version of the scheme you would like to compare the current version against.

**Logan Planning Scheme 2015 / Part 8 Overlays / 8.2.2 Biodi**

⬇ Download ▾     ☆ Bookmark ▾     ⊞ Compare     📖 Reading mode

**Choose a Version**                                              ✕

Which version do you want to compare against?

**Version:** 8                                                   Historic
**Effective Date:** 16 Nov 2020

**Version:** 7                                                   Historic
**Effective Date:** 10 Feb 2020

**Version:** 6                                                   Historic
**Effective Date:** 27 May 2019

**Version:** 5.1                                                 Historic
**Effective Date:** 08 Sep 2017

Cancel

Explanatory text will appear in a box at the top of the page, and the page will be updated with highlighting to show the difference between the two versions you are comparing.   Use the 'Close Compare' link at the top of the page at any time to return to the regular planning scheme view.

**Logan Planning Scheme 2015 / Part 8 Overlays / 8.2.2 Biodiversity areas overlay code**

⬇ Download ▾     ☆ Bookmark ▾     ⊞ Close Compare     📖 Reading mode

> ⚠ You are currently comparing two versions of the Logan Planning Scheme 2015, version 8 - 23 Sep 2021 (base) with version 8.1 - 15 Feb 2022 (compare). Text that is green and underlined (insertions) does not appear in the base version. Text that is red with strikethrough (deletions) appears in the base version, but not the compare version.

Text that has been inserted is shaded green and underlined.  Text that has been removed/deleted is shaded red and uses strikethrough formatting.

### 6.2        Zone codes

#### 6.2.1        Centre zone code

##### 6.2.1.1        Application

1. This code applies to:
   a. accepted development (subject to requirements) and code assessable material change of use for which the Centre zone code is identified in the assessment benchmarks for assess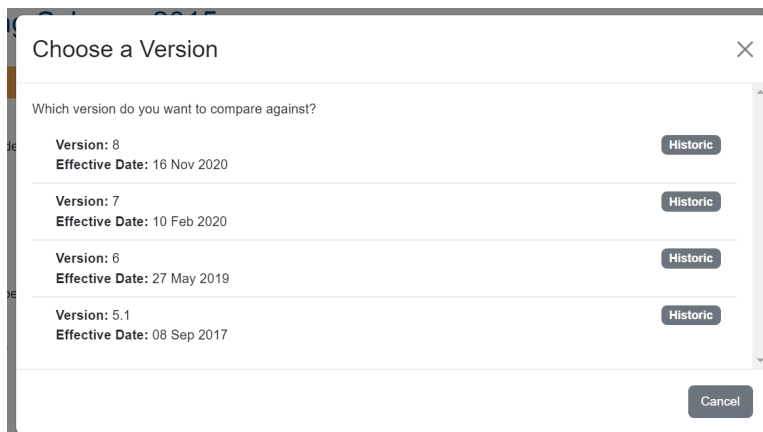able development and requirements for accepted development column in Table 5.5.1.1 Centre - Centre zone in Part 5 Tables - Tables of assessment or section 5.9 Categories of development and assessment Local - Local plans in Part 5 Tables - Tables of assessment;
   b. material change of use made impact assessable in Table 5.5.1.1 Centre - Centre zone or section 5.9 Categories - Categories of development and assessment Local - Local plans in Part 5 Tables - Tables of assessment;
   c. reconfiguring a lot made impact assessable in Table 5.6.1 - Reconfiguring a lot or section 5.9 - Categories of development and assessment - Local plans in Part 5 - Tables of assessment;
   d. building work made accepted development (subject to requirements) in Table 5.7.1 - Building work in Part 5 - Tables of assessment.
2. When using this code, reference should be made to section 5.3.2 Determining - Determining the category of development and category of assessment and, where applicable, section 5.3.3 Determining - Determining the requirements for accepted development and assessment benchmarks and other matters for assessable development located in Part 5 Tables - Tables of assessment.

## Viewing definitions

Definitions (use definitions, defined activity groups, industry thresholds and administrative definitions) contained in Schedule 1 of the Logan Planning Scheme can be viewed in the context of their use in the planning scheme document. Defined terms will appear in blue text with a dotted underline.

**Community use**

If in the:
a. Centre zone; or
b. located on premises lawfully operating as a:
   i. Childcare centre; or
   ii. Club; or
   iii. Community care centre; or
   iv. Educational establishment; or
   v. Place of worship; or
   vi. Recreation activity.

Click on a defined term to view a pop-up display of its definition.

**PLACE OF WORSHIP**
**USE DEFINITION**

Place of worship means the use of premises for -
a. organised worship and other religious activities; or
b. social, education or charitable activities, if the use is ancillary to the use in paragraph (a).

**Examples include:**
Church, chapel, mosque, synagogue, temple

**Does not include the following examples:**
Community use, childcare centre, funeral parlour, crematorium

Close

Terms which appear in the planning scheme text as bold, blue and dotted underline are external links (e.g. to the Planning Act as illustrated below). The external content will be displayed in a new tab/window in your browser.

### 5.3.2    Determining the category of development and category of assessment

1. A material change of use is assessable development requiring impact assessment:
   a. unless the table of assessment states otherwise; or
   b. if a use is not listed or defined; or
   c. unless otherwise prescribed within the Act or the Regulation.
2. Reconfiguring a lot is assessable development requiring code assessment unless the tables of assessment state otherwise prescribed within the Act or the Regulation.
3. Building work and operational work are accepted development, unless the tables of assessment state otherwise prescribed within the Act or the Regulation.
4. Where an aspect of development is proposed on premises included in more than one zone, local plan or overlay, development or assessment for that aspect of development is the highest category under each of the applicable zones, overlays

# Logan Planning Scheme Mapping

This section of the guide will help you use the interactive mapping and property filtered views.  Here you will find information about:

- Searching for a property
- Using map tools to turn on other information (like planning scheme zones, or the flood hazard overlay), or use the measuring, drawing, or text tools
- Viewing the map filtered for a selected property (so that you can easily see what is applicable to that property, both on the map and in the scheme viewer).

## Searching for a property

You can search for a property by typing the street address or the lot and plan in the search bar located at the top left corner of the map page.   Clicking on the little 'i" (information) button in the search bar will provide some helpful examples.

Please note:

- Commas are not used in the street address (e.g. before suburb), however spaces, hyphens and slashes are used as appropriate (see examples in the screen shot).

- The text matching takes a second or two to catch up with your typing (depending on how fast you type), so start typing and then pause and wait for the system to display the list of potential matches, as illustrated below. Either select from the list of matches or type further characters to narrow the search further.
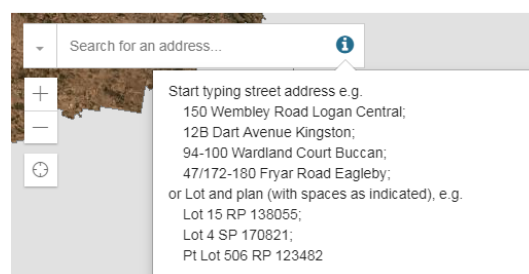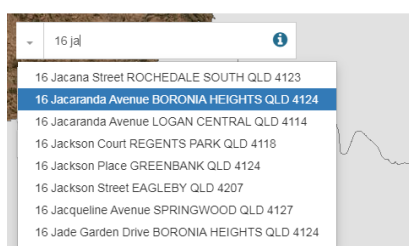
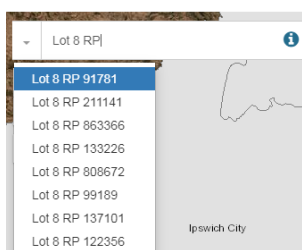- Search results may take some time to appear on the map for the first property (as it is loading the data), but subsequent searches will be faster.

- It may take some time for newly created properties to become available in the tool, as the planning scheme needs to be formally amended to incorporate updated property boundaries.

As an alternative to the text search, you can use the map to select a property by panning (dragging the centre of the map to re-position it) to find the right area, and then zooming in to locate and click on the property.

There is further information available on the 'Help' panel on the right hand side of the map page (with the Map Tools).
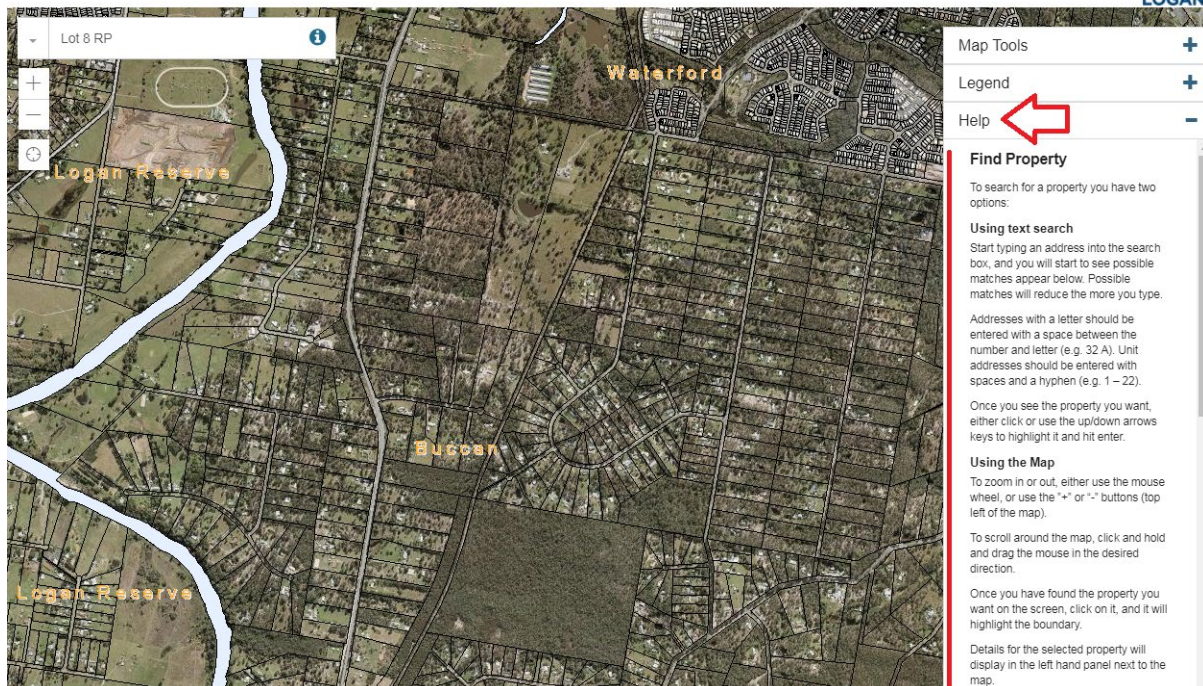


## Map Tools (layers)

Using the 'Map Tools' box on the right side of the page, you are able to view all available mapping layers (such as planning scheme zoning, constraints (e.g. flooding, landslide, biodiversity), local plans, and other base layers like contours or divisions) and turn them on or off by using the checkboxes (☑).  If you have ticked the box against a particular layer and it is not appearing on the map, it may be that you need to zoom in or out to view it.
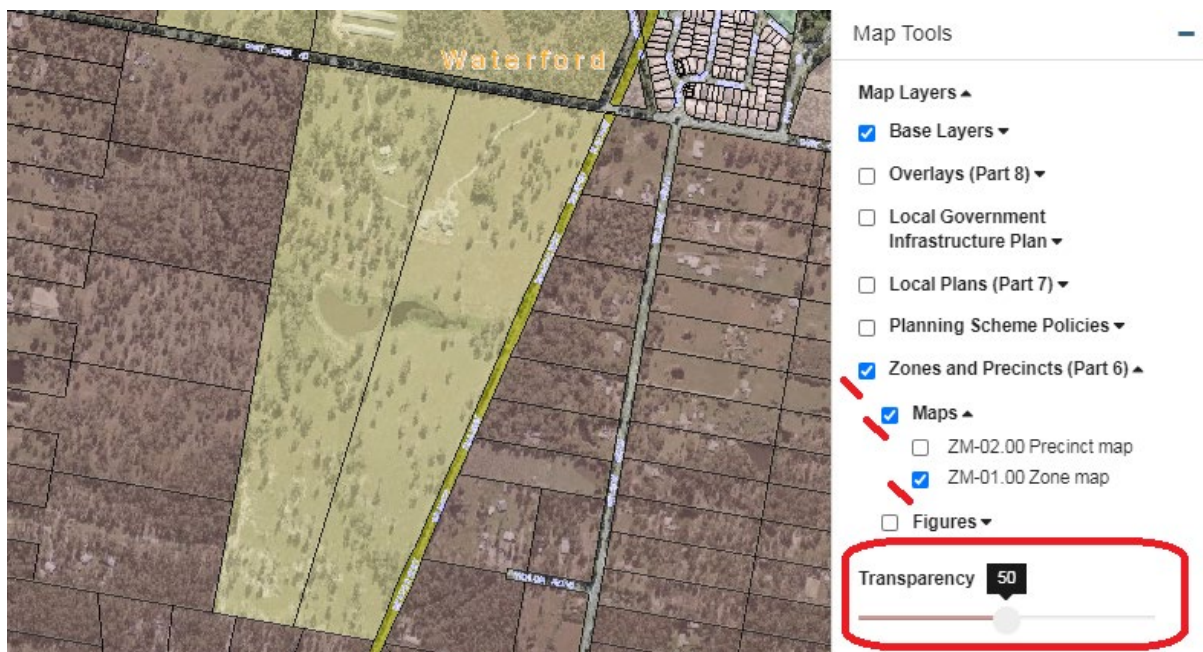
You can use the Transparency slider (illustrated above) to improve the visibility of information on the map. For example, the zoning layer uses block-shading (coloured polygons) which can obscure the aerial imagery underneath. By adjusting the transparency you can still see the aerial imagery (houses, roads, trees etc.) while viewing the zones.

A map legend is available (on the Map Tools pane, under the layers) to help you interpret the symbology (colours and styles) on the maps.

Only the layers you have turned/ticked on will be displayed in the legend. The legend will be updated when you turn layers on or off.
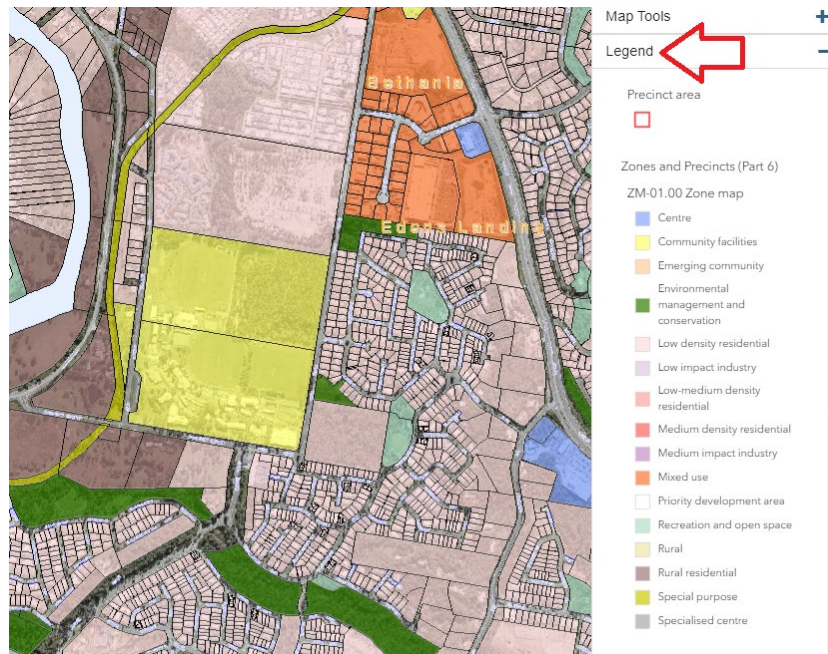


The Map Tools pane also provides other functions to help you use the map, including:

- **Measurement** tools for measuring distance (by drawing a line on the map) or area (by drawing a polygon (multi-sided shape) on the map). Click on the map to start drawing, and double-click to finish.
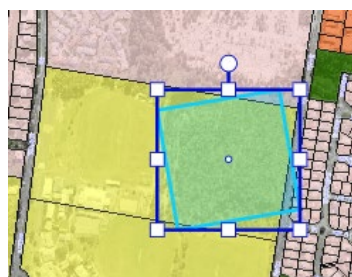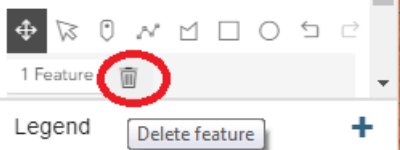


- **Drawing** tools to allow you to place points, lines and shapes on the map. With some shapes, you can rotate, move or edit them as required. There is also a delete option available.
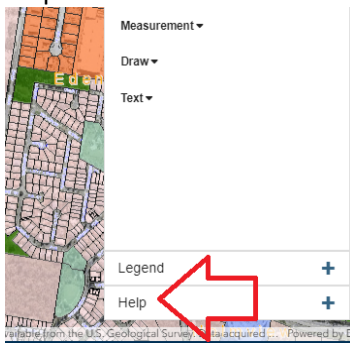
- **Text** tools so that you can enter some text and click on the map to place it in the position you want. The coloured box beneath the text entry field allows you to change the colour and shading of the text.
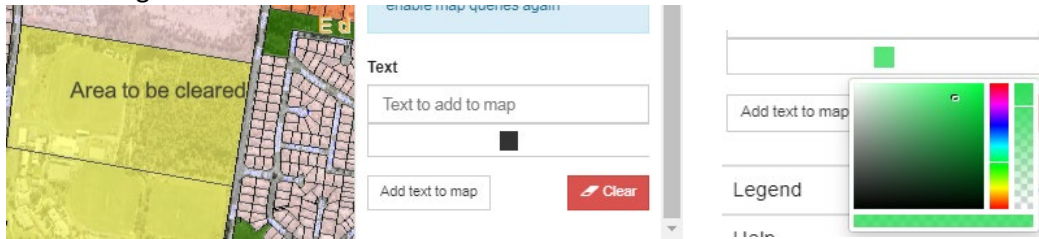


The Help option at the bottom of the Map Tools pane provides further information about using the map and the other tools.



## Map layers – filtered for a selected property

When you have a property selected in the map viewer, use the navigation panel on the left hand side to view the information that is applicable to that selected property. A filtered view of the planning scheme maps will be provided, along with a link to view the filtered applicable parts of the planning scheme document.

At the top of the panel there is information about the property along with links to:

- View the planning scheme chapters applicable to the property, based on the zone and precinct (and/or local plan) it is in, and the overlays which apply to it [**Property Specific Planning Scheme Chapters**].

- Go to the full planning scheme [**Read the full Planning Scheme**]

- Go to the **Planning Scheme Property Report** (in the Logan PD Hub, for this property). The Property Report will display summary information about the property, along with the applicable zone, precinct, local plan and precinct, overlays (with proportion of coverage – i.e. how much of the property's area is covered by that constraint), and any applicable trunk infrastructure considerations from the Local Government Infrastructure Plan (e.g. major road, sewer, water or other infrastructure). [**Planning Scheme Property Report**]

- **Zoom to the selected property** – this is helpful if you have moved around to other areas on the map and want to quickly get back to the property.

Under the property information and links, the map layers applicable for the selected property will be listed:

- Use the headings (e.g. Overlays (Part 8)) to expand and collapse the map groups.

- Click on the check/tick box next to the map layer name to display that layer on the map.   You may need to zoom in or out if the layer does not display when you tick the box; some layers will automatically adjust the map to the appropriate zoom scale.    The symbology for the layer (e.g. what colour and shading it uses, which you would normally see on the Map Legend) will be displayed in the left hand panel underneath the layer name;  you may need to click on the '+' button on the left of the layer name to expand it to show the symbology.

- Clicking on the layer name will display the relevant part of the planning scheme document (e.g. the overlay code) in the map viewing pane.  To return to the map, click on the 'View map' underneath the property details, at the top of the left-hand panel, as illustrated below.

| Zone | ∧ |
|---|---|
| ☐ **Rural Residential** | ▮ |
| 📄 View section | |

| Overlays (Part 8) | ∧ |
|---|---|
| ☐ **OM-01.00 Acid sulfate soils trigger** | ⊡ |
| 📄 View section | |
| Soil: Potential and actual acid sulfate soils | |
| ☐ **OM-01.01 Acid sulfate soils** | |
| 📄 View section | |
| Soil: Potential and actual acid sulphate soils >5 metre AHD <= 20m AHD | ▮ |
| ☐ **OM-02.00 Biodiversity areas trigger - Primary Vegetation** | ▮ |

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**39-43 William Street WATERFORD WEST QLD 4133**

Property Key: 205370
Address: 39-43 William Street WATERFORD WEST QLD 4133
Plan Area: 21470m²
Lot/Plan: Lot 1 RP 115561

📄 Property Specific Planning Scheme Chapters
📄 Read the full Planning Scheme
🗺 Planning Scheme Property Report
🔍 Zoom to selected property

**Status:** Current
**Effective:** 16-Nov-2020
**Version:** 8
🔄 Change

The following information applies

**Logan Planning Scheme 2015**
Part 1 About the planning scheme
Part 2 State planning provisions
Part 3 Strategic framework
Part 4 Local government infrastructure plan
Part 5 Tables of assessment
Part 6 Zone codes
   6.1 Preliminary
   6.2.13 Rural residential zone code
Part 8 Overlays
   8.1 Preliminary
   8.2.1 Acid sulfate soils overlay code
   **8.2.2 Biodiversity areas overlay code**
   8.2.3 Bushfire hazard overlay code
   8.2.5 Flood hazard overlay code
   8.2.8 Landslide hazard and steep slope area overlay code
   8.2.12 Waterway corridors and wetlands overlay code
Part 9 Development

**8.2.2    Biodiversity areas overlay code**

**8.2.2.1    Application**

1. This code applies to accepted development (subject to requirements), compliance assessable and assessable development for which the Biodiversity areas overlay code is identified in the 'assessment benchmarks for assessable development and requirements for accepted development' column in Table 5.10.2.1 - Biodiversity areas overlay map OM-02.00 in Part 5 - Tables of assessment.
2. When using this code, reference should be made to section 5.3.2 - Determining the category of development and category of assessment and, where applicable, section 5.3.3. - Determining the requirements for accepted development and assessment benchmarks and other matters for assessable development located in Part 5 - Tables of assessment.

**8.2.2.2    Purpose**

1. The purpose of the code is to:
    a. connect biodiversity corridors;
    b. protect and enhance habitat values and ecosystem functions;
    c. protect scenic amenity values.
2. The purpose of the code will be achieved through the following overall outcomes:
    a. Development protects and enhances:
        i. habitat values and biodiversity corridors;
        ii. native vegetation in the primary vegetation management area;
        iii. native trees and native habitat trees in the secondary vegetation management area;
        iv. wildlife habitat and movement;
        v. landscape values.

**8.2.2.3    Requirements for assessment**

Part A - Requirements for accepted development (subject to requirements) and assessment benchmarks for assessable development

Table 8.2.2.3.1 - Biodiversity areas overlay code: accepted development (subject to requirements) and assessable development

# Online Submissions Portal

Logan's ePlan includes an online submissions portal where you can lodge the types of feedback outlined below.

## Feedback on the current version of the Logan Planning Scheme

You can use the online submissions portal to provide feedback and make suggestions for improvement of the Logan Planning Scheme (and/or specific provisions) at any time.  This feedback is reviewed and considered as part of the planning for future amendments.

## Submissions about a proposed amendment

You may also use the online submissions portal to make a submission about proposed amendments to the Logan Planning Scheme which are currently open for public comment/consultation.  During the consultation period, any person may make a submission to Council to support or object to all or part of the proposed amendment.  Logan's ePlan has an interactive viewing and comparison feature (to easily identify changes) for proposed amendments on public consultation.

There are two ways to make a submission about a proposed amendment - either when viewing a proposed amendment in the ePlan or via the online submissions portal.  Both options are explained further below.

### *Making a submission - whilst viewing the amendment in the ePlan*

Select the amendment you wish to view and make a submission on (for instructions on how to do this, see 'Viewing a proposed amendment').

When you have identified a part of the proposed amendment that you would like to make a submission about, select 'Make a Submission' at the top of the screen.

Logan Planning Scheme 2015  /  Part 8 Overlays  /  8.2.2 Biodi

⬇ Download ▾     ☆ Bookmark ▾     📢 Make a Submission

A pop-up box will appear with some further instructions.

Make Submission                                                    ✕

Click on the provisions you wish to make a submission on. To review and start the submissions process either click the 'Edit / Submit Submission Points' link at the top of the screen or open the menu top left and choose View Submission Summary. To stop adding provisions click on the 'Cancel Submission' link at the top of the screen.

OK

When you can click on the provision you would like to comment on, a pop-up box will display the provision you have selected and allow you to type your comments and indicate whether you support or oppose the proposed change. A formatting toolbar (e.g. bold, italics, bullets) is available to help you structure and present your feedback/submission clearly.   Please ensure you explain in what way you support or object to the proposed change, and the reasons for that.

Continue to make comment on as many changed provisions as you like (e.g. you may wish to comment on several different sections). A count will appear at the top of the page of how many points you have created.



Once you have finished recording your comments, click on 'Edit/Submit Submission Points', or the View Submission Summary option from the menu. The next screen will the provisions you commented on. You can delete all or individual points or export the list (including your comments) to html. If you click on the individual provisions, you can see the comment you made and edit it if required.

Once you are satisfied with the feedback/submission you have provided, select 'Start Submission Process'. You will then be taken to the online submissions portal. To submit your comments, follow the instructions in the 'Making a submission - using the online submissions portal' below.

***Making a submission - using the online submissions portal***

The online submissions portal is accessible from the ePlan landing page:
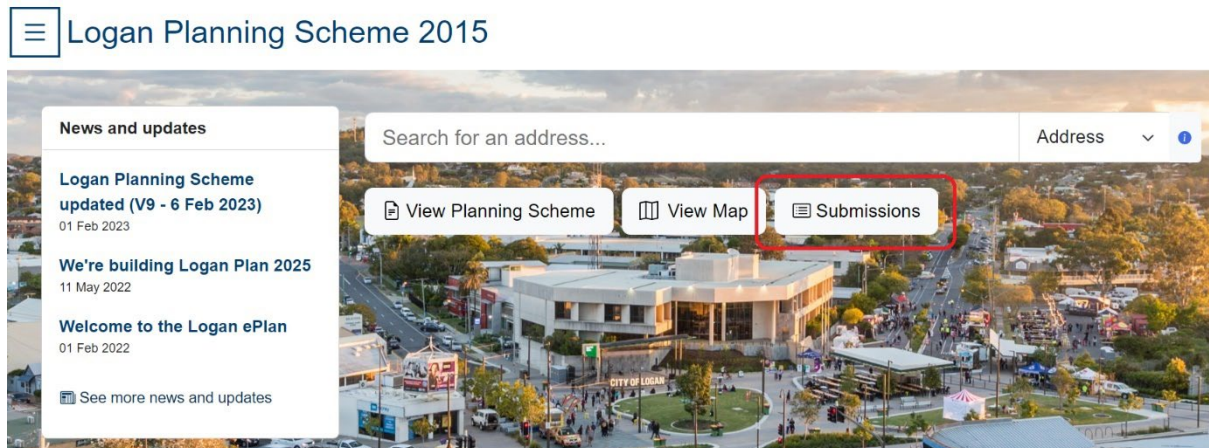


You will then be prompted to login to an existing account, or register for a new account. To provide either feedback or submissions on proposed amendments, you must first register for an account.



Within the online submissions portal, you can view the consultations, noting that you can only provide feedback or make a submission on those which are OPEN. Select (click on) one of the open consultations listed, and the next screen will provide further details about that consultation.

## Consultations

Select a consultation to see more details.

| CONSULTATION | STATUS |
|---|---|
| ▸ Springwood Local Plan Amendment | Submissions closed |
| ▸ PSP 5 - Infrastructure 2019 Amendment | Submissions closed |
| ▸ Unlocking Logan's Prosperity Amendment | Submissions closed |
| ▸ LGIP v1.1 Interim Amendment | Submissions closed |
| ▸ Logan Planning Scheme Feedback | Feedback open |

Once you have selected the consultation that you would like to provide feedback/submission on, and confirmed that it is the correct one (by reading the details displayed), click the 'Provide Feedback' button.

Planning Scheme Feedback

### Details - **Logan Planning Scheme Feedback**

**PROVIDE FEEDBACK**

| DETAILS | STATUS |
|---|---|
| Logan City Council is committed to ensuring the Logan Planning Scheme 2015 remains effective and relevant, and encourages feedback for consideration in future amendments. For information about amendments currently in progress, previously adopted and the associated process and timeframes, please see Planning Scheme Amendments on Council's website. | Feedback open |

| KEY DATES | | | |
|---|---|---|---|
| ❯ Feedback Opened | 30 Jan 2019 | | |
| Feedback Closing | 30 Jun 2021 | 7pm | |

| SUMMARIES |
|---|
| No summaries available |

If you are proceeding as a guest, you will need to provide your name, address and contact details. When your details have been entered (either as a registered user who has logged in, or a guest), you will be able to provide your submission points (one or more).



For each submission point, you can select which section, sub-section and provision of the scheme you would like to make a comment on by using the drop down boxes. Once you have selected the relevant provision, the content of that provision will appear below, so that you can confirm you have the right one (or change your selection if required). You can also indicate if you oppose, support or support in the part the selected provision.

If your feedback/submission does not relate to a particular provision of the planning scheme, but is more general in nature about the scheme (or relates to a specific property/location), you may select 'Not related to updates in the consultation package' and 'General' from the drop down boxes.



After you select 'Next', you can type your comments into the text box.  Please be as specific as possible about what you are suggesting, which property your feedback/submission relates to (if appropriate), and what change you would like to see.

Alternatively or in addition to your comments, you may choose to copy the provision you are making a comment about and type in the changes you are suggesting.   You may use **bolding**, <u>underline</u> or *italics* to make your suggested changes clearly visible.



You may also add an attachment to a feedback point by clicking on the Attachments button.  Please note that attachments may only be in PDF and have a 20MB size limit.

Click Save when you have completed your submission point, to return to the Summary page where you can view or edit the submission points you have made. To add another submission point, click on 'New Submission Point'. A Delete button is available if required for a selected submission point.



When you are satisfied that all of your submission points are complete, please use the Submit button to lodge them to Council. Council will only have access to what you have entered AFTER you have submitted it.

Council will review your feedback/submission and if it is properly made (i.e. contains all of the required information), you will receive an acknowledgement email to the address you have provided. If there is additional information required, or if you have not provided an email address, Council will contact you using the details you have provided.

Please note that if you are a registered user and save a draft feedback/submission, this is not sent to Council. If the closing date for feedback is approaching, the portal will automatically send you an email reminder to complete and submit your feedback/submission.

## Release (Version) History

| Version | Date | Description |
|---------|------|-------------|
| 10 | 9 February 2023 | Updated in accordance with minor v2022.06 isoPlan update (e.g. changing the 'print' function to a 'download' icon). |
| 9 | 1 February 2021 | Updated to reflect new Council logo. |
| 8 | 27 Oct 2020 | Updated after software upgrade, to incorporate new/changed features. |
| 7 | 13 July 2020 | Removed references to PD Online and replaced with the Development Enquiry Tool. |
| 6 | 3 December 2019 | Updated hyperlinks to Council's new website. |
| 5 | 15 July 2019 | Updated to include information about providing feedback on the scheme when viewing an amendment (using the ePlan viewer). |

| 4 | 27 May 2019 | Updated to include information about the Planning Scheme Property Report and updated information about the compare function and downloading/accessing the code compliance tables. |
| 3 | 12 February 2019 | Updated to include information about how to view and compare an amendment. |
| 2 | 31 January 2019 | Updated to include information about the online submissions portal and updated screen shots for new home page image. |
| 1 | 10 January 2019 | Original version of the document, for limited release. |

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