



# Economic Development Queensland

Creating and investing in sustainable places for Queensland to prosper

## DEVELOPMENT ASSESSMENT

how to make a submission about a development application

This fact sheet will assist you if you wish to make a submission on a proposed development within a Priority Development Area (PDA), such as subdivision of land, or change of land use from single house to an apartment building or commercial premises.

### DEVELOPMENT ASSESSMENT (DA) PROCESS

#### DA LODGEMENT

A person or company lodges a development application.

#### PUBLIC NOTIFICATION PERIOD

The DA may be advertised, and parties have 20 business days to make a submission.

#### CONSIDERATION

All submissions are assessed along with the DA, against the relevant development scheme.

#### DECISION

A copy of the decision is placed on EDQ's website.

### WHAT IS A PDA

Priority Development Areas (PDAs) are parcels of land within Queensland, identified for specific accelerated development, with a focus on economic growth. PDAs are the authority of the Queensland Government, not the local council.

### WHAT IS A SUBMISSION?

A submission is a written comment about a development application (DA), made by a member of the community and sent to the assessment authority. For example, a person may write a submission to Economic Development Queensland (EDQ), the assessment authority, to provide comments to a proposed new land use.

A submission may:

- object to all or part of the development, and/or
- support all or part of the development.

A person who makes a submission about a development application is called a submitter.

### WHO CAN MAKE A SUBMISSION?

A submission can be made by any interested member of the community, such as a person, group or organisation.

### WHO IS THE ASSESSMENT AUTHORITY?

If you would like to write a submission about a development proposal in a PDA, EDQ is the assessment authority. However there are a number of PDAs where the development assessment role has been delegated to local council. Ripley Valley PDA is one such PDA where the council, Ipswich City Council has the development assessment role. This means submissions for proposed development in the Ripley Valley PDA will need to be sent to, and assessed by, Ipswich City Council.

PDA's where the development assessment role has been delegated to the local council such as The Mill at Moreton Bay PDA, Moranbah PDA, Townsville Waterfront PDA and Southport PDA amongst others.

A list of PDAs can be viewed at <https://www.statedevelopment.qld.gov.au/priority-development-areas>

### WHICH DEVELOPMENT APPLICATIONS CAN A SUBMITTER MAKE A SUBMISSION ON?

Submissions are sought on development applications that are publicly notified (which means, they are advertised and public comments are sought). Not all development applications are publicly notified. A development application is publicly notified if it does not comply with aspects of a PDA development scheme or may have potential impacts on the amenity or development potential of adjoining land.

The public is made aware of publicly notified development applications by signage being placed on the subject's land, advertisements in the local paper and details of the application being placed on EDQ's website.

Once a development application has been publicly notified, interested parties are invited to make submissions within a 20 business day public notification period. Following the 20 business day timeframe, the opportunity for submissions closes and the application is further assessed taking into consideration comments made by submitters.



## HOW TO WRITE A SUBMISSION

A submission must:

- be in writing
- be signed by each person who made the submission
- state the name and residential or business address of each person who made the submission
- state the Development Application Number (DEV../..) Each development application EDQ receives is given it's own individual number for identification.
- state the PDA the development application is in, for example, the Bowen Hills PDA
- be received during the notification period (20 business days)
- state what is/isn't supported in the proposed development, and explain the facts and circumstances as to why.

Submission should be made based on planning issues around the development application, such as:

- if the proposed use is inconsistent with the planning scheme (for example, industrial use in a residential zone)
- the scale and design of the proposed development is incompatible with surrounding development
- potential traffic and car parking issues
- hours of operation (for commercial activities)
- impacts on drainage patterns in the area.



## WHERE TO SEND YOUR SUBMISSION

Submissions can be made via post or email.

Post: EDQ Development Assessment team  
 Department of State Development, Infrastructure,  
 Local Government and Planning  
 GPO Box 2202  
 Brisbane QLD 4001

Email: [pdadevelopmentassessment@dsdmip.qld.gov.au](mailto:pdadevelopmentassessment@dsdmip.qld.gov.au)

## HOW TO FIND OUT THE DETAILS OF A DEVELOPMENT APPLICATION

Development proposals in a PDA, are available to view on our website at <https://www.statedevelopment.qld.gov.au/applications-and-approvals>

## WHAT HAPPENS AFTER YOU HAVE MADE A SUBMISSION?

Following close of the 20 business day notification period, submissions are considered as part of the assessment of the development proposal against the intent of the development scheme. Submissions are not made publicly available.

A copy of all decisions is also placed on EDQ's website at <https://www.statedevelopment.qld.gov.au/applications-and-approvals>