

Town Planning Checklist for a New Development in Queensland

1. Understand Your Site

- Confirm land zoning (via local council or DA mapping tools)
- Review any site overlays (e.g. flood, bushfire, heritage)
- Check lot size, shape, access, and existing easements or covenants
- Obtain a recent title search and survey plan

2. Check Planning Scheme Requirements

- Review the local government planning scheme (e.g. City Plan)
- Determine what is *Code Assessable*, *Impact Assessable*, or *Accepted Development*
- Check building height limits, site cover, setbacks, car parking & landscaping rules

3. Engage Your Professional Team

- Town Planner
- Architect or Building Designer
- Civil / Hydraulic / Traffic Engineer (as needed)
- Environmental or Ecology Consultants (if overlays apply)

4. Prepare Supporting Documents

- Depending on the development type, this may include:
- Planning Report
- Architectural Plans
- Traffic or Parking Impact Assessment
- Stormwater Management Plan
- Landscaping Plan
- Community Consultation (for Impact Assessable projects)

5. Lodge Development Application (DA)

- Submit via your local council's e-lodgement portal
- Pay application fees
- Track progress and respond to information requests (if any)

6. Assessment & Decision

- Code Assessable: assessed by Council planning officers
- Impact Assessable: public notification and possible third-party submissions
- Receive Decision Notice (Approval, Approval with Conditions, or Refusal)

7. Post-Approval Actions

- Satisfy any *conditions of approval*
- Lodge and receive Operational Works permits (if required)
- Begin building works (separate Building Approval needed)
- Register new lots (if subdivision involved)

Pro Tips:

- Always check the **local council's website**—rules vary across regions.
- Consider early **pre-lodgement advice** from a town planner to reduce risk.
- Allow time for **public notification** and **referrals** if needed.
- Keep neighbours informed—early engagement can prevent objections.