



## IDAS IMPLEMENTATION NOTES

### Note 2

# IDAS Forms 1 & 2

Standard State-wide IDAS development application forms have been in use in Queensland since November 2000. The current suite of Forms consist of—

- Form 1 Development Application (including the IDAS Assessment Checklist and Attachments 1 and 2); and
- Form 2 Request to change or modify an existing approval.

#### 1.0 Overview of the IDAS forms

The following principles apply to the IDAS forms -

- mandatory format and content;
- a modular structure for Form 1 enabling the form to be tailored according to the nature and complexity of the proposal;
- recognition of the heads of power for applications;
- an IDAS Assessment Checklist to assist applicants and assessment managers identify referrals for the application;
- the provision of advice throughout the forms;
- the provision of supporting guides to provide additional information and to assist applicants to complete the form and determine any applicable referrals.

For those applicants who have access to the internet, application forms can be accessed from the [IPA website](#), completed and printed for lodgement with the assessment manager. Alternatively, application forms are available from Councils, IDAS State agencies and private certifiers. Form 1 may be kept available as individual Parts or “bundled” for particular types of applications.

#### The current suite of IDAS forms

- **Form 1: Development Application -**
  - IDAS Assessment Checklist
  - Part A: Common details (to be completed by all applicants);
  - Part B: Building work assessable against the *Building Act 1975*;
  - Part C: Development in a heritage registered place;
  - Part D: Material Change of Use assessable against a local government’s planning scheme;
  - Part E: Building &/or Operational works assessable against a local government’s planning scheme;
  - Part F: Reconfiguring a Lot;
  - Part G: Environmentally Relevant Activity (ERA);
  - Part H: Licensed Brothel;
  - Part I: Strategic Port Land;
  - Part J: Clearing native vegetation;

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*Note: This suite of forms continues to expand as development approvals are integrated into the IPA and IDAS framework.*

- Part K<sub>1</sub>- K<sub>10</sub>: For operational works under the *Water Act 2000*;
- Part L: Major Hazard Facility or Possible Major Hazard Facility;
- Part M: Operational works in tidal areas and in coastal management districts;
- Part N: Contaminated land;
- Part O<sub>1</sub>: Aquaculture
- Part O<sub>2</sub>: Disturbance of marine plants; and building or operational works within a declared Fish Habitat Area
- Part O<sub>3</sub>: Building or raising water barrier works
- Part P: Prescribed tidal work
- Part Q: Agricultural development in a wild river area
- Part R: Animal husbandry development in a wild river area
- Attachment 1: Development application (Superseded Planning Scheme); and
- Attachment 2: Preliminary Approval Overriding the Planning Scheme; and
- **Form 2: Request to Change an Existing Approval.**

Form 2 should be used for the following requests—

- Request to extend the relevant period for an approval [*s3.5.22 of the IPA*]
- Request to change a development approval (other than a change of condition) [*s3.5.24 of the IPA*]
- Request to cancel a development approval [*s3.5.26 of the IPA*]
- Request to change or cancel conditions [*s3.5.33 of the IPA*]

## 2.0 Supporting information

The Department has prepared a series of guides that complement the various Parts of the form. The guides draw together information from various pieces of legislation and regulations into easy-to-read and succinct guides. They will assist applicants in completing the IDAS forms and in understanding the IDAS system, focusing on the referral process.

These guides are available on the [IPA website](#)

## 3.0 Where to obtain printed versions of the application forms

The application forms are periodically updated – to ensure you have the latest version of each applicable Part of the application form they may be downloaded, completed and printed from the [IPA website](#), for lodgement with the assessment manager. Alternatively application forms are available from Councils, State agencies and private certifiers, however applicants should ensure that the latest versions are provided.

Different agencies/organisations may choose to provide only those Parts of the form that are applicable to their business. For example -

- a private building certifier or the Council’s building counter may choose to provide only Parts A and B (*Note: applications involving Parts A and B only do not need to be accompanied by the IDAS Assessment Checklist*).
- the Environmental Protection Agency may only provide Parts A, C, G, N and the IDAS Assessment Checklist.
- the general counter of a Council will usually make all Parts of the form available as individual Parts. Council staff should be able to advise which Parts may be applicable. Full sets of forms should not be distributed to applicants. “Bundled” sets of Form 1 could be provided for common types of applications, including for example -
  - for reconfiguring a lot only - Parts A, F and the IDAS Assessment Checklist
  - for material change of use assessable under the planning scheme - Parts A, D and the IDAS Assessment Checklist
  - for an ERA assessable under the planning scheme - Parts A, D, G and the IDAS Assessment Checklist.

#### 4.0 Tailoring Form 1

Unless the application only involves building work assessable against the *Building Act 1975*, applicants completing the application form should firstly complete the full version of the IDAS Assessment Checklist. Applicants should be aware that the printed version of the IDAS Assessment Checklist is a very large and complex document, and not all questions will be applicable to each application, however all questions must be answered.

##### *The four steps to completing Form 1*

**Step 1** – Complete the IDAS Assessment Checklist – this will assist in determining which other Parts of the form must be completed;

**Step 2** – Determine which other Parts of the form are applicable to the application (e.g. all applicants must complete Part A, Parts B – R to be completed if applicable)

↳ Complete the relevant Parts;

**Step 3** – If Parts C to R of the form have been completed, determine if the application triggers referral to an IDAS referral agency (the IDAS Assessment Checklist will also assist in this task - for more information refer to [IDAS Implementation Note 7](#) on the IPA website);

**Step 4** – Determine if any attachments (i.e. Attachments 1 - 2) are applicable to the application

↳ Fill out the relevant attachment.

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