

GUIDE TO USING THE IDAS DEVELOPMENT APPLICATION FORMS

Guide 25

The IDAS Assessment Checklist

This guide is intended to assist applicants in understanding the role of the IDAS Assessment Checklist (the checklist) in the application process, and its relationship to the IDAS Form 1 development application.

Under the *Integrated Planning Act 1997* (IPA) and the *Integrated Planning Regulation 1998* (IP Reg), certain IDAS applications require assessment by referral agencies as well as by the assessment manager, as part of the development assessment process.

The checklist is one of the Parts of the IDAS Form 1 development application form, and is designed to assist in determining who the assessment manager is and when, and by whom, an application may require referral and assessment by a referral agency.

How the IDAS referral framework works

Development is made assessable either by a planning scheme or by [Schedule 8](#) of the IPA. Assessable development requires a development application to be made to an assessment manager and a development permit to be issued before development can commence. [Schedule 8A](#) of the IPA determines who the assessment manager is. The assessment manager is responsible for assessing the application and making a decision about the application, after considering any submissions and responses from any relevant referral agencies.

[Schedule 1](#) of the IP Reg determines whether code assessment or impact assessment is undertaken for development made assessable under schedule 8 of the IPA, and identifies the codes, laws and policies that apply to the assessment of the development by the assessment manager or a referral agency.

[Schedule 2](#) of the IP Reg identifies those applications that are also required to be assessment by referral agencies, and the relevant jurisdiction for the assessment. An application can trigger referral due to –

- the type of development that is being proposed, or
- the location of the proposed development, or
- the special characteristics of the proposed development site.

A summary of the referral triggers and referral agencies including contact details can be found on the IPA website www.ipa.qld.gov.au under Development Assessment\IDAS Referral Agencies.

Making a development application under IDAS

Under the IPA, an application under IDAS must be made on the approved form, and lodged with the assessment manager. The IDAS Form 1 development application form, which includes the checklist and various other Parts, is the approved form under the IPA (section 5.9.1), and has been developed to cater for all of the aspects of development that are assessed under the IDAS process.

It is **mandatory** that Form 1, Part A be completed for all applications, and the checklist must also be completed for all applications except for applications for building work where there is no other assessable development (i.e. where only Parts A and B of Form 1 are required to be completed).

All of the Parts of Form 1 are only available as Smart electronic Development Assessment (Smart eDA) eform versions or print versions, available from the [IPA website](http://www.ipa.qld.gov.au) www.ipa.qld.gov.au.

The eform versions are intended to be completed on line, are intuitive and will assist the applicant with information to complete the questions. The eform versions present the applicant with only those questions that are required to be completed, based on the information provided on previous questions.

The print versions must be printed and completed manually, and all questions presented must be completed, regardless of whether they are relevant to the application.

The IDAS Assessment Checklist

The checklist should be completed before any other Parts of the form.

The checklist assists the applicant in confirming –

- what type of development is being applied for;
- when referral of an IDAS application to a referral agency will be triggered under the IP Reg;
- which referral agency the application is required to be referred to;
- who the assessment manager for an application is, if it is not the local government; and
- which additional parts of Form 1 are required to be completed.

The Smart eDA print version of the checklist is very complex as all of the questions are presented for completion. **All questions must be answered**, even if

the applicant thinks they are not relevant to the proposal. Each question provides further information about the referrals that may be required, and indicates when additional parts of the IDAS Form 1 are also to be completed in relation to the application.

Completing the Smart eDA eform version will generally be much shorter and simpler, as fewer questions will need to be completed.

Appendix 1 of the checklist lists the additional referrals that may be triggered by building work, and is provided for advice only.

For further reading, guides are available on the IPA website that provide additional information to assist in answering the questions.

Other Parts of Form 1

The other parts of Form 1 currently include Parts A to R. Part A *Common details* must be completed for all applications, and at least one other part must also be completed. For some applications, the only other part required to be completed will be the checklist. Completion of the checklist will identify what other parts of the form must also be completed.

If any of the required parts of the form are not lodged with the application, the assessment manager may refuse to accept the application on the grounds that it is not properly made.

Not all referrals require additional parts of the IDAS Form 1 to be completed. Some referrals are triggered only because of the location of the proposed development, and no additional forms apply for these particular referrals – examples of these referrals include applications: on land contiguous to a State-controlled road; in an area containing acid sulfate soils; within a certain distance of a substation site; and that adjoins a declared fish habitat area.

For more information on the forms, or to print copies of the forms, including the checklist, go to the [IPA website](#).

Lodging the application

When all the relevant parts of the form have been completed and all required information collected, the application should be lodged with the assessment manager, together with any application fee.

Further information about the process and the time frames that apply in lodging a development application can be found on the [IPA website](#) under Development Assessment/IDAS flowcharts.

Referring the application

The applicant will know if an application requires referral to a referral agency through completion of the checklist, and any referrals will be confirmed on the acknowledgement notice given to the applicant by the assessment manager. An acknowledgement notice will always be given if the application requires referral, and

will advise which referral agencies the application must be referred to, and their address.

As IDAS is an applicant driven process, the application will only endure if the applicant takes action to refer the application to the relevant referral agencies, unless the assessment manager has a process in place to refer applications (for a fee) on behalf of the applicant, or if referral is made when electronic lodgement is available.

Pre-application referral response

Under the IPA, s 3.3.2, an applicant can seek a referral agency response about an application before the application is lodged with the assessment manager. This can be useful in saving time at a later stage in the assessment process, as it may avoid the application having to be referred again, and is strongly recommended for some types of development, for example, for applications for prescribed tidal works.

Details of the pre-application referral agency response must be provided at Section 6 of the checklist.

Ensure the correct IDAS application forms are used

The IDAS development application forms, including the checklist, are updated periodically, and applicants should ensure the current forms are used. Superseded forms generally expire after a transitional period of 4 weeks after the introduction of the updated form, and should not be used or accepted as the approved forms for IDAS after this time.

The current forms may be viewed and printed from the [IPA website](#).

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To be notified by email about changes that are made to the IPA website including the checklist and other parts of the IDAS Form 1, subscribe to our mailing list. Visit the [IPA website](#), fill in your email details, and click on the “Subscribe” box. You can also unsubscribe at any time on the website.