

Guide 7

Preparing a proposal report

This guide has been prepared to assist applicants prepare a development application.

It is strongly recommended that a Proposal Report be prepared to accompany all development applications.

A proposal report should provide information that will assist the assessment manager and any referral agency to -

- understand the existing opportunities and constraints of the subject site; and
- gain a comprehensive understanding of the scope of the proposal.

This information will enable the assessment manager and any referral agency to adequately consider all possible impacts.

The issues and level of detail required in the report will vary depending on the nature and scale of the proposal. Consequently, for a simple application the Proposal Report may only need to be one (1) page. For more complex applications, a more detailed Proposal Report will be necessary.

Below is a list of possible issues that may need to be considered as part of the assessment and determination of an application. This list is not exhaustive and is only intended to act as a guide. The relevant parts of the IDAS development application Form 1 will list the mandatory information that is required to accompany the application. Careful consideration should be given to the proposal and its potential impacts to determine which issues are relevant to the application.

While a Proposal Report is not required to be prepared by a qualified professional, certain technical reports may require such expertise. For further advice regarding the level of detail required in relation to a particular proposal or technical report, it is recommended that you consult the assessment manager or relevant referral agency.

Plans of layout must also accompany a development application. Plans (including a site plan and elevations) may often better represent and support an application than text alone. Plans should always include a north point, recognise the scale to which they were drawn and

be drawn at a scale that is readable for the level of detail provided.

For additional information regarding the preparation of plans of layout, refer below.

Characteristics of the site

Provide details of -

- site location;
- slope of the land;
- slope stability and erosion problems;
- the extent of any cut or filling proposed on the land;
- drainage characteristics;
- flooding (*i.e. any known flood level, tidal surge data*);
- vegetation and natural features;
- any clearing of vegetation proposed;
- any street furniture (*e.g. light pole, mail box, bus stop, footpath trees etc.*);
- details of any access restriction strips (ARS) along the frontage of the land;
- any other information specifically requested on the IDAS application form.

Availability of services

- Is the site connected to -
 - a) a Council water supply system. If not, identify the source of water proposed and provide proof of availability;
 - b) a Council sewerage system. If not, identify how the land will be serviced and provide details of any proposed effluent treatment and disposal system;
 - c) electricity supply;
 - d) telephone services;
 - e) any other services.
- Provide details of any existing contractual arrangements with the local government (*e.g. infrastructure agreements*);

Pre-lodgement advice

- Details of any pre-lodgement advice/preliminary approvals including the date, issues discussed and any agreed approach/outcome and the names of the officers who provided the advice/attended the meeting;

Community consultation

- Details of any community consultation which has occurred prior to lodgement of the application;
- Details of any community consultation (*other than statutory public notification*) proposed;
- Details of any discussions with the local Ward Councillor or any other elected representative;

Proposal details

- Compliance with the planning scheme;
- Extent of non-compliance with planning policies;
- Road frontages, site access and parking arrangements;
- Traffic generation;
- Refuse disposal and servicing arrangements (*i.e. location of storage areas, frequency and times of servicing, screening devices*);
- Noise generation (*i.e. frequency and duration*);
- Lighting/glare resulting from the activity;
- How the development complements the streetscape/location character;
- Design/materials/colour of external facades;
- Solar orientation;
- Proposed advertising devices (*i.e. size, location and whether the sign is proposed to be illumination*);
- Bikeway connections;
- Pedestrian access;
- A.N.E.F contours;
- Details of a lawful point of discharge;

State Planning Instruments

Compliance with the following:

- [State IDAS codes](#);
- [State planning policies](#);
- State and Regional Coastal Management Plans;
- Statutory regional plans;
- Non-statutory regional plans;
- State Infrastructure Plan;

Technical Reports

- Acoustic report;
- Lighting report;
- Shadow report;
- Traffic report;
- Air quality report;
- Hydraulic report;

Environmentally Relevant Activities

- Description of activity (*i.e. site and surrounding areas and discharge points, proposed operation and activities, process details*);
- Description of environment (*i.e. maps of site and surrounding area, zoning of site and surrounding area*);
- Stormwater (*i.e. stormwater generation and disposal, stormwater management plans, erosion management plans, acid sulfate soils*);
- Waste (*i.e. waste management, water minimisation plan*);
- Contaminant releases (*i.e. discharges to waters, air, land, generation of noise, and the discharge of other contaminants*);
- Information to enable the authority to decide the application, including, relevant information about the likely risks to the environment, details of waste to be generated and any waste minimisation strategy. The Environmental Protection Agency (EPA) has draft guidelines for preparing an application to conduct an ERA, available from <http://www.epa.qld.gov.au>;

Contaminated Land

- Detailed description of the site;
- Description of the current use of the site, or if the site is vacant, the previous use;
- Description of the intended use of the site or lots (*including the location of any cattle dip or fuel tank*);
- Whether the site is listed on the Contaminated Land Register or Environmental Management Register;

An applicant can contact the EPA to search the register database. Refer to EPA's Draft Guideline for assessment and management of contaminated land in Queensland available from <http://www.epa.qld.gov.au>.

State-controlled roads

The Queensland Department of Main Roads (DMR) has Guidelines for the Assessment of Road Impacts of Development, available from <http://www.mainroads.qld.gov.au>;

Heritage registered place

EPA provides information about protecting cultural heritage on <http://www.epa.qld.gov.au>;

Indigenous cultural heritage

The Department of Natural Resources and Water provides guidelines about meeting the duty of care in relation to indigenous cultural heritage on http://www.nrw.qld.gov.au/cultural_heritage;

Public passenger transport

Queensland Transport (QT) provides advice and information for applicants on <http://www.transport.qld.gov.au>;

Plans to accompany the application

Most local governments and State agencies have guidelines to assist applicants in the preparation of plans in association with a development application. Ideally, these guidelines will provide advice such as the level of detail required, the scale at which to prepare the plan and the number of copies required. However, if the local government or State agency is unable to provide a guideline or appropriate verbal advice, the following is recommended for applications -

- assessed against the Building Act:** plans and other documents must comply with the requirements of the *Building Regulation 2006* and any other relevant building assessment provisions;
- assessed against the planning scheme for material change of use:** supporting material providing sufficient information about the proposed use to enable its effects to be properly assessed. As a minimum, an application should be accompanied by a site plan and elevations and should detail associated/ancillary activities including on-site car parking, landscaping, fencing, the extent of any cut and fill etc.;
- assessed against the planning scheme for works (other than involving a material change of use):** a plan drawn to scale which identifies the location, size and extent of the works;
- reconfiguring a lot:** a plan of development must include a plan drawn to scale that illustrates the existing allotments and the location, size and number of proposed new allotments;