

# THE DEVELOPMENT APPLICATION (DA) PROCESS

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## Preliminary Research

Review relevant planning controls (or engage a qualified planning consultant) to confirm your proposed development is permissible in the zone and if so, what type of applications are required.



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## Submit DA Application

P: Pending Lodgement

Log into (or create) your NSW Planning Portal account, create a new Development Application (DA), and upload all required documents for review by Council.



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## Application Reviewed for Lodgement

P: Additional Information Requested

DT: Received

Council's Duty Officer will review your application and either return for additional information or forward to the Customer Service team for formal lodgement and invoicing.

*(Your invoice will be uploaded to the NSW Planning Portal. Payment is due within seven days of invoice issue).*

Your application will not progress until the invoice is paid.



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## Allocation

P: Under Assessment

DT: Received

Once lodged, Council's Development Coordinators will allocate your application to an Assessing Officer who will take responsibility for assessing your application to ensure it can achieve the legal requirements and meet relevant planning controls.



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## Referrals & Consultation

P: Under Assessment

DT: On Notification

The Assessing Officer will undertake a preliminary review and advise the Administration team of any required referrals (internal staff and/or external agencies) as well as notification to relevant parties such as adjoining owners.

Additional information may also be requested (via the NSW Planning Portal) from the applicant to assist with assessment.



**NSW Planning Portal (P):** The orange box above shows the status an applicant will see on the NSW Planning Portal

**DA Tracker (DT):** The blue box above shows the stage/decision the public will see on the QPRC DA Tracker

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### Assessment

P: Under Assessment

DT: In Progress

The Assessing Officer will continue to cross reference the application with relevant legislation and local planning controls and consider potential impacts of the development. While awaiting all necessary referrals and consultation responses.

The applicant may be asked for additional information to assist with determination, and /or in response to any questions or concerns raised in referrals, or submissions by those notified.



### Assessment Report Drafted

P: Under Assessment

DT: In Progress

When the Assessing Officer has been able to justify that the development does/ does not meet the relevant requirements (legislative and local planning controls), their draft assessment report will be finalised and forwarded to their Coordinator with a recommended decision for peer review and determination.



### Peer Review & Determination

P: Under Assessment

DT: Checking by Coordinator in Progress

The Coordinator will review the Assessing Officer's draft report and the application documents, to ensure that all required matters have been considered, and that any relevant consent conditions are included (where the application is recommended for approval).

If additional information is required from the Assessing Officer or applicant, the draft report will be returned to the Assessing Officer to edit, or to request additional information (via the NSW Planning Portal).

If no changes are required, the Coordinator will finalise the report with their signature and forward to the Administration team to complete the final administrative tasks, including stamping and issue (via the NSW Planning Portal).



### Stamping & Issue

P: Determined

DT: Stamping/Document Finalisation

Once the application has been signed by the Coordinator, the Administration team will electronically apply the relevant stamps and collate documents for upload to the NSW Planning Portal.

The applicant will receive an email from the NSW Planning Portal to advise that the application has been determined.



### Read Conditions of Consent

If the application has been approved, it is important to read all conditions of consent and review any amendments to plans to ensure compliance with the legal terms of approval.

The conditions will also advise of any other certificates or steps required before construction or operation can commence.

