

FORM: RiskSmart Planning Checklist

Use this form for lodging a RiskSmart Planning development application. This form will help you determine if the development can be assessed under Logan's RiskSmart process. It explains the process, the documents you need and the timeframes that apply. For more please see [Streamlined services](#) on Council's website.

Section 1: Application Details

Accredited consultant	Please include name and company
Applicant name	
Development site address	
Applicable zone(s)	
Contact number	
Email address	
Description of proposal	

Note: By providing an email address in the table above you are giving consent to Council to use this address to communicate with you in relation to this service.

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Section 2: RiskSmart Criteria

All code assessable development applications can potentially be RiskSmart. The criteria listed in the table below will **exclude** a proposal from RiskSmart assessment.

(✓)	Exclusion Criteria
<input type="checkbox"/>	The proposal is Impact Assessable.
<input type="checkbox"/>	<p>The application is lodged by a consultant who is not RiskSmart accredited or not undertaking a trial to become accredited.</p> <p><i>Please check Council's website for information on RiskSmart Consultants and the accreditation process.</i></p>
<input type="checkbox"/>	<p>The proposal involves any of the following land uses:</p> <ul style="list-style-type: none"> • Rooming accommodation with more than 6 rooming units • Adult store • Health care services (for pharmacotherapy) • Brothel • A use that requires a social and health impact assessment under Planning Scheme Policy 7 from the Logan Planning Scheme 2015.
<input type="checkbox"/>	<p>The proposal:</p> <ul style="list-style-type: none"> • involves building work or earthworks over either stormwater, sewer or water infrastructure or easements • requires an Infrastructure Agreement other than for vegetation clearing or stormwater quality • provides or is seeking an offset for a trunk infrastructure item • impacts on or proposes trunk water and/or sewer infrastructure, including all sewerage pump stations and active assets • includes or requires a private sewerage pump station • includes or requires a low pressure sewer. <p><i>RiskSmart applications should meet all Acceptable Outcomes of the Infrastructure Code. You must raise any non-compliance with us and seek our agreement prior to lodging the application.</i></p>
<input type="checkbox"/>	A lawful point of discharge cannot be clearly identified and/or requires the consent of adjoining owners which has not been obtained.

<input type="checkbox"/>	The land where the development is proposed is subject to a current compliance notice(s).
<input type="checkbox"/>	The land where the development is proposed is subject to flood risk and the proposal does not meet any of the Acceptable Outcomes of the Flood hazard overlay code .
<input type="checkbox"/>	The proposal is not for a Dual occupancy/Dwelling house use and the development site is located within: <ul style="list-style-type: none"> • a mapped biodiversity corridor or • a Locally significant vegetation area or • 50 metres of the Locally significant Melaleuca irbyana buffer area.

State Referral

A requirement for State Referral does not exclude a development proposal from RiskSmart assessment. After the referral stage is complete, we will check that all State conditions are consistent with Council conditions. The application will then move to the next stage in the assessment process.

Complex applications

Most code assessable proposals are suitable for RiskSmart assessment. Some proposals may not be suitable, particularly if they require extensive input / review from Council officers. We reserve the right to exclude any proposal which has constraints or issues too complex to progress through the RiskSmart process.

To determine if complex development applications can be assessed under the RiskSmart process we recommend you book a pre-lodgement meeting with us. This is important for applications that need multiple specialist reports, particularly acoustic or stormwater management reports, or where you are seeking multiple performance solutions.

You **must** have a Pre-lodgement meeting with us if the proposed development:

- needs a Council-owned stormwater basin or
- involves a sewer in or on an arterial or collector road or
- requires or proposes a park as part of a subdivision (reconfiguring a lot) or
- needs a new accessway on an arterial or collector road.

Applications where the proposed development exceeds Council's planned network load estimate for the land cannot be assessed under the RiskSmart process. This will be determined at the pre-lodgement stage.

Pre-lodgement meeting request forms are available on Council's [website](#). When you complete the form you must indicate this is a proposed RiskSmart application. If you need help please contact us using the details at the bottom of the page.

The table below lists the information that must be included with your pre-lodgement request.

(✓) Include with your pre-lodgement request	
<input type="checkbox"/>	All proposed plans of development including site plan, elevations, servicing plans, landscape plans etc.
<input type="checkbox"/>	All technical reports/plans you would like reviewed prior to lodgement of the application (see Table 1 below).

Section 3: Lodging the application

We review RiskSmart applications before they are formally lodged. This DARS (Development Assessment RiskSmart) process is described in the table below.

Review	
1	You (accredited RiskSmart consultant) lodge the application for review either via email (see bottom of page) or online. Payment is not needed at this stage.
2	We (officers from Logan City Council's Development Assessment team) allocate a unique DARS application number and review the application documents. Within 8 business days we will: <ul style="list-style-type: none"> • give you written feedback if we need you to give us further information or • invite you to formally lodge the application.
3	You have 3 months to respond to our feedback. If you do not respond, we will contact you to confirm you are not going ahead and lapse the application.
4	We will review your response to our feedback within 8 business days. If there are any outstanding issues, we will give you further feedback. <i>Note: If issues remain after 2 reviews, after discussion with you and our internal referral partners, we may exclude the application from the RiskSmart process.</i>
5	When all reviews are successfully completed, we will invite you to lodge the application. The invitation to lodge will include a Notice of Account (for payment of the application lodgement fee).

Lodgement

6	<p>After we give you the invitation, you can formally lodge the application and pay the fee stated on the Notice of Account. Please refer to the requirements in the table below.</p> <p><i>Note: You can lodge via email (see details at the bottom of the page) or by using our online services. Please include the word RiskSmart in the title so it can be promptly directed to the right team.</i></p>
7	<p>If no referral is required, we will complete the assessment and issue the Decision Notice within 5 business days.</p>
8	<p>If referral to another agency is needed, we will give you a Confirmation Notice. If a Referral Agency response is required, the application will be approved within 5 business days after that response is received unless:</p> <ul style="list-style-type: none"> • there is a conflict with our conditions or requirements that needs to be resolved or • the applicant wants to make representations against the Referral Agency response.

Requirements for a properly made application

The table below outlines the requirements for a properly made application. When lodging your application please

- ✓ supply separate documents rather than one combined document
- ✓ use appropriate document names, for example Application Forms, Proposed Plan of Development, Traffic Report
- ✓ make sure the documents are not locked or password protected
- ✓ tell us if the applicant has asked for any of their personal information to be redacted from the application forms prior to the documents being published online (as we are required to do under the *Planning Act 2016*).

(✓)	Requirements for properly made applications
<input type="checkbox"/>	Be made to the assessment manager.
<input type="checkbox"/>	Use the approved State application form with all relevant parts completed correctly. Please see Application forms and lodgement on Council's website.

<input type="checkbox"/>	<p>Include supporting information identified on the approved form, including all proposed plans of development (with site plans, elevations, servicing plans, landscape plans etc.) and all supporting specialist or technical reports (see Table 1 below).</p>
<input type="checkbox"/>	<p>Include the correct owner's consent (for any Material Change of Use of premises or Reconfiguring a Lot applications under section 51 of the Planning Act 2016).</p>
<input type="checkbox"/>	<p>Include a draft set of development conditions.</p> <p>Condition packages are available on Council's website – see Streamlined Services.</p> <p>Please supply the draft conditions as a Microsoft Word document to allow any required changes to be made.</p> <p><i>Note: We review draft conditions during the DARS process. You must make sure the conditions in the formal lodgement are correct and refer to the most recent plans for approval.</i></p>
<input type="checkbox"/>	<p>Include a draft Delegate Report addressing the requirements of all relevant Planning Scheme codes and Council and State requirements. It must also:</p> <ul style="list-style-type: none"> • clearly describe the proposed development • explain how the proposal meets the Performance Outcomes (POs), where it does not meet any applicable Acceptable Outcomes (AOs) • state if a Community Title Scheme (CTS) is proposed • include all relevant pre-lodgement and approval history. <p>The Delegate Report is a separate document approved and published as part of the decision package. It must be clear and use plain English where possible.</p> <p>A draft Delegate Report template is available on Council's website – see Streamlined Services.</p> <p><i>Note: in explaining how the proposal meets the assessment benchmarks, do not:</i></p> <ul style="list-style-type: none"> × <i>rely on or make reference to other documents that do not form part of the decision package</i> × <i>refer to discussions with Council officers</i> × <i>include outcomes of pre-lodgement meetings</i> × <i>refer to similar development in Logan or elsewhere.</i>
<input type="checkbox"/>	<p>Include sufficient information for infrastructure charges to be calculated (accurate to-scale plans showing all areas).</p>

Table 1: Specialist reports / plans

The table below lists technical documents needed if the development proposal meets certain criteria. All technical reports must:

- be prepared in accordance with [Planning Scheme Policy 5 – Infrastructure](#);
- be undertaken by a suitably qualified professional;
- demonstrate awareness of each other; and
- not contradict another report (for example, any clearing of protected vegetation for bushfire management purposes must be considered in an Ecological Assessment).

Note: Please contact us if you are not sure if a technical report is needed, or if a letter from a technical expert or detailed statement from a planner will suffice.

Criteria	Reports / plans required
Increasing the impervious area on a site	<p>Stormwater Management Plan (SMP)</p> <p><i>Where an increase to the impervious area on the site is proposed, a concept SMP <u>will be</u> required to demonstrate no worsening. This plan will not form part of the approval documents as a detailed report will be required for Operational works which includes the final design.</i></p> <p><i>Stormwater quality will also need to be addressed. If applicable, where a monetary contribution for stormwater quality is acceptable, you can ask us for an Infrastructure Agreement template.</i></p>
Slope greater than 12% in the development area	Geotechnical Report
New roads, earthworks and/or retaining walls greater than 1 metre	<p>Concept Earthworks Plan(s)</p> <p><i>The application should clearly state if earthworks are not proposed.</i></p>
Vegetation Management Area	<p>Ecological Assessment Report</p> <p><i>If vegetation clearing is proposed, include an Environment offset report and spatial (GIS) data highlighting the area proposed for clearing, or point locations for individual trees. Consider any applicable exemptions.</i></p>
Bushfire Hazard Area	Bushfire Hazard Assessment Report
Flood Risk Area	<p>Flood Study Report and / or survey to confirm the development area is located outside flood affected areas.</p> <p><i>In most cases applications for sites affected by flooding cannot be lodged through the RiskSmart process. Please</i></p>

Criteria	Reports / plans required
	<i>contact us to determine the information needed.</i>
Wetland Buffer	Ecological Assessment Report and / or Environmental Offset Report
Waterway corridor	Ecological Assessment Report <i>This must demonstrate how the development proposal will protect and enhance ecosystem processes and the function of a waterway corridor, wetland, and their riparian areas.</i>
Heritage overlay	Heritage Assessment Report
Crossover within 20 metres of a signalized intersection or roundabout	Traffic Assessment Report
Relaxation to on-site parking and/or servicing	Carparking Assessment Report
Non-residential development adjacent (next) to a sensitive land use	Noise/Acoustic Assessment Report
Extension or connection to Council's Water or Sewerage infrastructure	Servicing Plan <i>This plan must show any proposed extensions to services, new and existing hydrants, manholes, connection points, existing or proposed easements within and external to the site. In most cases, applications proposing new buildings will need a Servicing Plan.</i>
Landscaping for non-domestic uses or works that will become a Council asset such as footpath treatments and / or stormwater detention basin landscaping	Landscape Plan