

Implementation & Assessment Branch Pre Assessment Model (including Digital Lodgement) Information Flyer

Council introduced the new “Pre Assessment Model” to industry in a briefing held on 29 November 2007 and via a media release the same day.

The Pre Assessment model has been introduced as a method of providing a clear outline of the information Council requires from applicants when submitting development applications for assessment. Transparency of processes has been identified as an area of concern for industry and this model provides clarity in the depth of information required.

A booklet “How to Lodge a Development Application” was developed which provides detailed information specific to an application type. Applicants are requested to address these requirements by using the appropriate checklists. When an item is not required, applicants **must** notate this to provide evidence that the requirement has been duly considered and determined to be not applicable. An example is attached.

Booklet is on line at: http://www.goldcoastcity.com.au/t_standard2.aspx?pid=286#development

Example:-

Environmental, Open Space and Landscaping Refer to Landscape Works Specific Development Code – Sections 2.1 and 6.1.1 and refer to Gold Coast City Landscape Strategy	Statement of Landscape Intent	<input checked="" type="checkbox"/>
	Bushfire Management Plan	<input checked="" type="checkbox"/>
	Vegetation Management Plan	<input checked="" type="checkbox"/>
	Ecological Assessment	<input checked="" type="checkbox"/>
	Open Space Management Statement (Warehouse proposed)	<input type="checkbox"/> N/A
	Arborist Reports (No tree removal required)	<input type="checkbox"/> N/A

As part of the Pre Assessment Model, applicants are required to submit a complete copy of their proposal to be checked against IPA Properly Made and Council’s Well Made requirements. It must be noted that this is not an assessment of the proposal and as such does not guarantee a specific outcome for the development application.

Applicants must either:-

- Leave one hardcopy of their proposal at the Town Planning Centre, Nerang Administration building,
- Mail one hardcopy of their proposal to Council (Attn: DART, I&A Branch)
- Email a copy (if less than 2MB) to dart@goldcoast.qld.gov.au

Please note that the requirement for an electronic copy to be submitted at the pre assessment stage has been withdrawn.

Pre Assessment checks will be completed within two (2) business days of receipt of the proposal and the applicant will be issued with a pre assessment certificate or pre assessment notice.

Pre Assessment certificates are issued to the applicant when a proposal is deemed to have met all IPA Properly Made and Council’s Well Made requirements. This certificate includes a schedule of fees and charges specific to the proposal. This pre assessment certificate must be lodged, with the application, within four weeks of the date of issue.

Pre Assessment notices are issued to applicants if a proposal has not met one or more of IPA’s Properly Made requirements and/or Council’s Well Made requirements. The notice will detail which requirements need to be addressed.

Council has established an “exempt list” of consultants who through their submission of applications which consistently meet IPA Properly Made and Council’s Well Made requirements are not required to submit proposals through the Pre Assessment process. Council will contact these consultants prior to “go live” to advise them of their exempt status.

Business rules have been established to manage this list. In order to be included on the “exempt list” consultants must submit three consecutive proposals that do meet the IPA Properly Made and Council’s Well Made requirements.

If a consultant submits proposals on more than two occasions that do not meet the IPA Properly Made and Council’s Well Made requirements they will be removed from the “exempt list” and future proposals will be required to be submitted with a Pre Assessment Certificate attached.

Provision of a Digital Copy of Development Applications

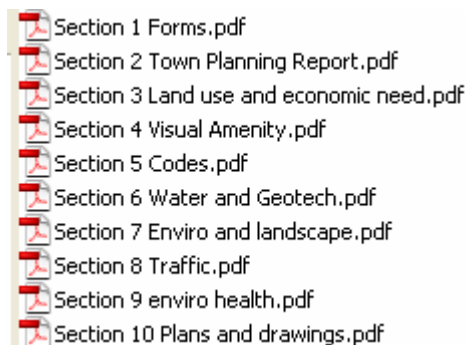
Also introduced has been a requirement for applicants to provide a digital copy of their development applications. This will allow information viewed through the state initiative of PD Online to be more legible than currently available.

Information provided on line is a scanned copy of the documentation currently submitted to Council. These documents are often of a poor quality and the provision of an applicant’s digital copy will improve this.

In addition applicants are asked to provide the digital copy sectioned to correlate with the booklet/checklist. This will provide consistency in the way that applications can be viewed, ie. Someone wanting to review the information about “Environment, open space and landscaping” for a MCU application will always find this in section 7.

The digital information must be in PDF format. Please write your text, tables, drawings etc., directly to PDF files rather than printing, scanning and copying to PDF. Writing directly to PDF ensures that your documents are of the highest quality. The digital information must be segmented in accordance with booklet/checklist so that application can be broken up and distributed as discrete data . This helps us in reducing our reliance on paper copies and ensures that you receive maximum benefit in viewing information on Council’s PD Online website. Please note that hard copies may be provided without spiral binding.

An excellent example provided to us by one of our consultants is shown below:-



Provision of digital data in the format outlined will ensure applications meet IPA Properly Made and Council’s Well Made requirements.

It is certainly not Council’s intention to make this process more difficult for you, but we believe that by providing you with clear guidelines on the information required to assess applications as well as presenting consistent and legible information to the public on PD Online we are improving our level of service to the community as a whole. This is considered to be the first step towards electronic lodgement under the State Government’s “Smart EDA” project.

PLEASE NOTE THAT THE PRE ASSESSMENT PROCESS WILL BECOME MANDATORY ON 3 MARCH 2008.

Applications not adhering to the requirements of this process will be deemed to be Not Well Made and will incur a 50% surcharge thereby making them Not Properly Made.

Example of information provided where a section is deemed to be not applicable.

2/2089 Gold Coast Highway, Miami



Section Three
Land Use & Economic Need

2/2089 Gold Coast Highway, Miami

The subject development application does not require the lodgement of an Economic Needs Analysis as the application merely involves the addition to an existing attached dwelling. This application holds no economic need or value as the proposed use will be used for private residential use only.