

# How to lodge an online submission to have your say on a development application

Any member of the public can submit their comments to support or object to a development application during the public notification period. These comments are referred to as 'submissions' and the person making the submission is referred to as the 'submitter'.

**Submissions are not confidential.** As required by [Planning Act 2016](#), all submissions will be published in their entirety on Council's [PD Online](#) with details such as name and address viewable.

For more information on preparing and lodging your submission, visit the City's [Lodge a submission to have your say on a development application](#) webpage.

To lodge a submission online, you can visit either the [Lodge a submission to have your say on a development application](#) webpage or the City's [PD Online](#).

## Lodging via Have your say on a development application

1. Visit [Lodge a submission to have your say on a development application](#)
2. Skip to step 4 below.

## Lodging via PD Online

1. Visit [goldcoast.qld.gov.au/Planning-building/PD-Online](http://goldcoast.qld.gov.au/Planning-building/PD-Online)
2. There are two versions of PD Online – one for older applications and one for newer applications. Select the relevant version of PD online based on the submission date of the application.

Access PD Online

Access applications lodged from 28 June 2018 through the current version of PD Online. Access applications lodged before this date through the previous version.

APPLICATIONS FROM 28 JUNE 2018

APPLICATIONS BEFORE 28 JUNE 2018

Please note: The Building Application status may not show the correct status for permits approved before 1 July 2018 and finalised after this date, due to a change in software systems. For more information, please email us at [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au) with the details of the application.

For help on how to use PD Online, contact the Planning Enquiries Centre on [07 5582 8708](tel:0755828708).

3. Select 'Development applications in Public Notification' and click 'Next'.

PD Online

Choose a type from the options below. Click 'Next' to continue.

**Note:** Applications lodged prior to 28 June 2018 can be accessed through the previous version of PD Online.

	Description	Instructions
<input type="radio"/>	Development applications	Search for development applications (i.e. Material Change of Use (MCU), Reconfiguration of A Lot (ROL), Operational Works (OPW including OPV - OPW Vehicle Crossing), Minor Change (MIN) and Other Change (OTH)). Check application status and view property related information.
<input checked="" type="radio"/>	Development applications in Public Notification	Search for development applications currently being advertised, check their status and view property related information. You can also make a submission on a development application using our 'Have your say' option.
<input type="radio"/>	Building applications	Search for building applications, check their status and view property related information.
<input type="radio"/>	Management plans and environmental offsets	Search for management plans and environmental offset applications, check their status and view property related information.
<input type="radio"/>	Referral agency assessment applications	Search for referral assessment applications, check their status and view property related information.

**Disclaimer**

This information:

- is to assist customers in tracking progress of the development applications
- deals with key milestones in the development application process - it is not a detailed history
- enables customers to view and interrogate the online planning scheme
- is to assist customers in determining whether the property is connected or can be connected to water and sewerage services
- should NOT be relied upon as accurate especially by those who may be using this as a basis to decide whether to purchase or finance property - if you fall into that category you should obtain further advice, confirmation from Council.

Next

4. A list of development applications in Public Notification will appear. Select the application number in the 'Application number' column that you would like to lodge a submission on.

Development applications in Public Notification

Registers      Development applications in Public Notification

Use the fields below to begin your search. In some cases, leaving the search fields blank will return all results. Map View

Select a register

Development applicator

Application number search

Search for requests using licence/application number

Application number	Application date	Application location	Application type	Location suburb
MCU/2021/375	29/07/2021	Lot 31 SP309740, 4 Newheath Drive, ARUNDEL QLD 4214	Material Change of Use	ARUNDEL
COM/2021/255	14/10/2021	Lot 4 SP254945, 114 Eggersdorf Road, ORMEAU QLD 4208	Combined Application	NORWELL
OTH/2021/59	15/10/2021	Lot 1 SP302072, 2 Corbould Court, JACOBS WELL QLD 4208	Other Change	JACOBS WELL
COM/2021/258	15/10/2021	Lot 28 SP302072, 6 Corbould Court, JACOBS WELL QLD 4208	Combined Application	JACOBS WELL

5. Review details of the selected application, then scroll to the bottom of the page.

**Details**

Details

Application number	MCU/2021/375	
Application description	Material Change of Use Impact Assessable Theatre (4840m2)	
Application type	Material Change of Use	
Lodgement date	29/07/2021	
Application location	Lot 31 SP309740, 4 Newheath Drive, ARUNDEL QLD 4214	
Status	Public Notification	

Property

Property address	Location suburb	Location address
Lot 31 SP309740	ARUNDEL	ARUNDEL

Responsible officer

Responsible officer	Emily WALSH
---------------------	-------------

Work flow / Events

Task/event type	Due date	Actual completed date
Pre-Assessment	5/08/2021	29/07/2021
Issue Confirmation Notice	12/08/2021	12/08/2021
Public Notification (Notice of Commencement)	26/05/2022	27/04/2022
Public Notification 15 Business Days	23/05/2022	
Notice of Compliance	6/08/2022	
Decision	3/08/2022	

To lodge your support for, or objection to, a development application, click on the 'Have your say' button below.  
Please read the information on our [web page](#) before making your submission.

[Previous](#) [Have your say](#) [Attachments](#) [New search](#)

6. To view the documents relating to the application (i.e. plans, planning report) click on 'Attachments'.

[Attachments](#)

- To view the documents, click on 'View attachment' next to the document description and the document will be displayed.

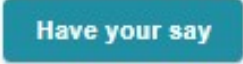
**Please note:** click on 'Previous' to return to Details screen and lodge your submission



Attachment Type	Description	Link
Document files - Public display	Notice of Intention to Commence Public Notification	<a href="#">View attachment</a>
Document files - Public display	Information Request	<a href="#">View attachment</a>
Document files - Public display	Confirmation Notice	<a href="#">View attachment</a>
Document files - Public display	Plans	<a href="#">View attachment</a>
Document files - Public display	Traffic Impact Assessment	<a href="#">View attachment</a>
Document files - Public display	Town Planning Report	<a href="#">View attachment</a>
Document files - Public display	Forms	<a href="#">View attachment</a>

[Previous](#)

- To lodge a submission to have your say on this development application click on the 'Have your say' button.



## Completing your submission

- You must click on either Support or Object.

This will populate the 'Support' or 'Object' text in the free text box field.

Type your 'Grounds of submission' in the free text box field. **Please note** stating grounds for a submission are **mandatory** and should focus on planning, environment and/or transport issues.

### Grounds of submission

When stating the Ground of your submission, it is important to focus on planning issues and how the proposed use is or is not consistent with the City Plan.

Use this form to lodge your support for, or objection to, a development application which has been submitted to the City of Gold Coast. Please note that submissions on a development application are **not** confidential and will be displayed on PD Online on the City of Gold Coast's website.

Once a decision has been made, the assessment manager must provide a copy of the decision notice to each submitter, after the applicant's appeal period.



Grounds of submission

Details

[Support](#) or [Object](#)

--- SUPPORT --- or --- OBJECT ---

[Type your Grounds of Submission in this field]

10. Upload any additional attachments to support your submission as required (PDF format is preferred) and then select **Next** to continue

Attachment	<input type="button" value="Choose file"/> No file chosen
What is this file, what does it show?	<input type="text" value="[Type the description of the attachment]"/>
Attachment	<input type="button" value="Choose file"/> No file chosen
What is this file, what does it show?	<input type="text"/>
Attachment	<input type="button" value="Choose file"/> No file chosen
What is this file, what does it show?	<input type="text"/>

Complete the mandatory name and address detail fields

\* indicates the field is mandatory

Surname or Company name *	<input type="text" value="Test"/>
Given name/s (leave this blank if registering as a company)	<input type="text" value="Tester"/>
Email address *	<input type="text" value="tester@test.com"/>
Address Line 1 *	<input type="text" value="9 Holden Place"/>
Address Line 2	<input type="text"/>
Suburb *	<input type="text" value="BUNDALL"/>
State Code *	<input type="text" value="QLD"/>
Postcode *	<input type="text" value="4217"/>

## 11. Review the Disclaimer statement and 'I accept'. Click Submit

**Disclaimer**

This information:

- is to assist customers in tracking progress of the development applications
- deals with key milestones in the development application process - it is not a detailed history
- enables customers to view and interrogate the online planning scheme
- is to assist customers in determining whether the property is connected or can be connected to water and sewerage services
- should NOT be relied upon as accurate especially by those who may be using this as a basis to decide whether to purchase or finance property - if you fall into that category you should obtain further written confirmation from Council

Please note that some types of documents (e.g. plans, drawings and documents containing personal information) may not be available through Planning & Development Online, even if they form part of a development application which is otherwise available.


The information available on Planning & Development Online may be incomplete and should not be relied upon as a search. No warranty is given in relation to the data (including accuracy, reliability, completeness or suitability) and no liability accepted (including without limitation, liability in negligence) for any loss damage or costs (including consequential damage) relating to any use of the data. Customers should continue to perform their building search online at [cityofgoldcoast.com.au/propertysearch](http://cityofgoldcoast.com.au/propertysearch), over the counter at one of our Customer Service Centres or by fax or post.

Copyright  
Council (or other agencies)

I accept

## 12. Once submitted the 'Submission reference' screen will appear. You will also receive an email confirming the details you submitted and advising that your submission is NOT confidential.

**Application responses submission**

 Your Application Response has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted.

Submission reference	EAR17978
----------------------	----------

**CITY OF GOLDCOAST.**

### Confirmation of submission

Thank you for lodging a development application submission. Your request has now been submitted to the City of the Gold Coast (The City) for consideration.

Please note that all submissions are NOT confidential and will be displayed through PD Online on the City's website, irrespective of whether or not they are considered properly made. If you have any questions please contact the Planning Enquiry Line on 5582 8866 or send an email to [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au), referencing the City's development application number.

The details are shown below for your records. If you need to contact us about this, please quote the transaction reference number.

Application number	MCU/2021/375
Application date	29/07/2021 12:00:00 AM
Application location	Lot 31 SP309740, 4 Newheath Drive, ARUNDEL QLD 4214
Application type	Material Change of Use
Location suburb	ARUNDEL

**Please note: if your request is urgent or about public safety call us on 1300 GOLDCOAST (1300 465 326) or 07 5582 8211.**

Do not reply to this message as it is a system generated email.