

# Online Lodgement System (OLS) User Guide

Council's Online Lodgement System (OLS) is an online form that supports the lodgement of development applications under the *Planning Act 2016*. The system has been developed following the decommissioning of Smart eDA by the Queensland Government.

OLS currently supports applications for Material Change of Use, Reconfiguring A Lot, Development Permit for Building Works (assessable against the planning scheme), Operational Works and Plan of Subdivision Approval. Council will look to improve the functionality of the service by including additional application types in the near future.

The following information is provided as a guide to using OLS. Should you require further information please phone Council on 3829-8999.

## Before you start

You do not have to register to use OLS however you will require a valid email address. This email will be used to send a confirmation once you submit your application, and for future correspondence with Council regarding your application.

OLS does not have a function to save incomplete applications. OLS has a timeout function which will reset the page after 60 minutes. Please ensure you have all your documents in order before you begin lodging your application.

## Application fees

For a development application to be properly made the appropriate fee must be paid. Upon submitting your application Council will, within 2 business days, issue an invoice to you for payment of the appropriate fee. Our preferred method of payment is BPay from your bank account. Application fees can be found in Council's [fees and charges schedule](#).

## Is the application being lodged by a not for profit organisation

Your application may be eligible for a discount pursuant to Council policy POL-3120 Discounts and Waivers of Fees, Charges and Infringements. Should you be seeking a discount as a not for profit organisation you must supply proof of not for profit or charitable status with your application. To find out more on costs involved in development visit [Council's webpage](#).

## Details of proposed development

### Development type

Select the type of development you are applying for. Depending on your selection, additional questions may populate which are required to calculate the relevant fee for your proposal.

Application Type	Description
Approving Plans of Subdivision (POS)	For requesting Council to approve a plan of subdivision. Note, you will still need to provide your original survey plan in hard copy.

Development Permit for Building Work (DBW)	Assessment called up in Council's planning scheme for assessment against the building provisions.
Exemption Certificates (EXC)	Applying for an exemption on what would ordinarily be assessable development. Note, the exemption will only be granted in certain circumstances as outlined in the s46 of the <i>Planning Act 2016</i> .
Material Change of Use (MCU)	Changing the use or intensifying the use of land.
Operational Works (OPW)	Conducting civil or landscaping works, excavation and fill, prescribed tidal works or driveway crossovers
Reconfiguring A Lot (RAL)	Subdividing a lot or reconfiguring a lot by merging, rearranging boundaries or creating easements

## Use type

Select the type of use for your development proposal. For a Material Change of Use application, Schedule 1 of Council's [planning scheme](#) may assist you in determining your use.

## Level of assessment

Level of assessment is based on the requirements of the planning scheme and determined by the proposed type of use, the zone in which it is located and any overlay that may affect the property. You can use [Red-e-map](#) to determine your properties zone/s and any overlay/s that may affect it. Then use Council's [planning scheme](#) to determine the level of assessment. Please phone Council if you are unsure about your level of assessment.

## Provide a brief description of the proposed development

Provide a brief description that will help Council ensure all the information you have entered is correct. A few words is sufficient e.g. Reconfiguration 1 into 4 lots; Vacant land to dwelling; build over sewer etc.

## Permit type applied for

Select the type of permit you wish to apply for. Permit types are defined in section 49 of the *Planning Act 2016*.

Permit Type	Description
Preliminary Approval	Approves the development as outlined in the decision notice but does not authorise the carrying out of assessable development
Development Permit	Authorises the carrying out of assessable development as outlined in the decision notice
Development Permit and Preliminary Approval	Approves the development and authorises the carrying out of assessable development
Referral Agency Response	Response from Council regarding development where Council is listed as a referral agency under the Planning Regulation 2017 Schedule 9 and 10.
Plan of Subdivision Approval	Seeking approval of a survey plan under the Planning Regulation, Schedule 18
Exemption Certificate Approval	Seeking an Exemption Certificate for otherwise assessable development

## Property Details

Type the property address into the search field and select the correct property from the suggested results and click 'Add Property'. If your application applies to more than one property, follow the same process to add additional properties.

Once the property is added you can zoom and pan on the displayed map.

To remove a property, press the red X at the top right of the map.

## Applicant Details

Insert the correct details of the applicant into the relevant fields. If you are submitting as a business, populate your business name to show the relevant fields as part of the applicant's declaration at the end of the form.

By providing your email address, you consent to receiving all correspondence in relation to your application electronically. This is Council's preferred method of communication.

## Document Attachments

In order for Council to assess your application you must submit all relevant forms and supporting information. Each application will have slightly different requirements. Council's forms and the State Government forms will provide guidance on what else you need to submit.

There are no document size limitations for uploading. The system will accept most regularly used file types including PDF, JPEG, DWG, TIFF and DOCX.

You can use the 'Select' button to browse for an add documents or you can drag and drop documents from a folder or desktop anywhere on the form page.

When naming your documents, please use recognisable naming conventions and include the address of the proposed development e.g. DA Form 1 - 123 Smith Street, Cleveland; Proposed Plans - Stage 1, 123 Smith Street, Cleveland; Landscaping Report - 123 Smith Street, Cleveland, As constructed drawings - 123 Smith Street, Cleveland etc.

Any forms or supporting material that are missing may result in a delay to the assessment of your application.

## Applicants Declaration

The Name field should automatically populate based on the applicant details. An organisation field will appear if you enter a business name in the applicant details.

You must select the check box for signature to submit your application.

Once you have submitted your application you will receive a confirmation email from Council to the email address you provided. This email confirms Council has received your application.

## After submitting your application

Council will, within 2 business days, issue an invoice to you for payment of the appropriate fee. Once payment is received your application will be considered properly made and Council will assess it in accordance with the DA Rules and requirements of the *Planning Act 2016*. Visit Council's website for more details on the [development assessment process](#) or [contact us](#).