

HOW TO USE THE Cooloolo Shire Planning Scheme ~ Operational Works

This Information Sheet has been prepared to help people use the Cooloolo Shire Planning Scheme in relation to 'Operational Works'.

STEP 1 Determine if the 'Operational Works' are regulated

The following types of 'operational work' are regulated by the planning scheme—

- filling or excavating;
- operational work for reconfiguring a lot;
- construction of a vehicle driveway or cross-over;
- construction of a carpark;;
- road works;
- relocating Council infrastructure;
- stormwater drainage works; and
- placing an advertising device on premises.

STEP 2 Determine the planning area, zone, preferred use area and precinct

Check the "Key Map to Planning Areas" to determine the planning area in which the site is located.

Check the planning scheme maps to determine the zone and, if applicable, preferred use area or precinct in which the site is located:

- Gympie Planning Area - Zoning Map ZM1 Sheets 1-23
- Cooloolo Coast Planning Area - Zoning Map ZM2 Sheets 1-9
- Rural Planning Area - Zoning Map ZM3 Sheets 1-7.

STEP 3 Determine the level of assessment and applicable codes

Check the relevant planning area Assessment Table for Development Other Than Material Change of Use to determine the level of assessment:

- Gympie Planning Area – Table 4:8
- Cooloolo Coast Planning Area – Table 5:8
- Rural Planning Area – Table 6:8.

Summary of levels of assessment and scheme requirements

Exempt	No application required (provided no overlay affects the site - refer Step 4)	No codes apply
Self-assessable	No application required (provided the codes are complied with and no overlay affects the site - refer Step 4)	Codes apply
Code assessable	Application to Council required	Codes apply

Check the same assessment table to determine the codes that are applicable to the application.

Self-assessable development must comply with the applicable codes. Compliance is assessed by the person proposing to undertake the development.

Code assessable development requires the submission of an application to Council for assessment against the applicable codes.

STEP 4 Determine if overlays apply

What is an overlay?

The planning scheme deals with specific development and environmental issues through "overlays". These are not uniformly applicable across the Shire. The issues covered include heritage and character, conservation of significant natural features and areas (eg. wetlands), protection of resources (eg extractive resources, good quality agricultural land) and development constraints (eg acid sulfate soils). Further assessment criteria (codes) are used in the assessment of development in these areas.

Check the planning scheme maps and schedules to determine whether the site is affected by an Overlay – Overlay Maps OM1-OM10 and Schedules 1 and 2. If the site is not affected by an overlay then no further codes apply.

(Note: The Heritage and Character Overlay does not trigger assessment against the Heritage and Character Code for operational works applications.)

Check Table 7:5 "Natural Features, Resources and Constraints Overlays: Assessment Criteria for Development Other Than Material Change of Use" to

Information sheet 3

They clearly didn't consult their overlay maps + data correctly

determine if the overlay triggers assessment against any of the following codes:

- Coastal Management District Code
- Conservation Significant Areas Code
- Natural Waterways and Wetland Areas Code
- Resource Areas Code
- Acid Sulfate Soils Code
- Coolooloa Cove Cut or Fill Code.

Where the planning area assessment table assigns either an exempt or self-assessable level of assessment but the overlay assessment table assigns it as code assessable, the latter prevails.

STEP 5 What's in the codes?

Specific outcomes

Each code incorporates **specific outcomes** that are to be achieved by the proposed development eg the overlay codes contain specific outcomes relating to particular environmental issues and development constraints.

Each application must address the specific outcomes as relevant to the proposal.

Development that is consistent with the specific outcomes of a code complies with the code.

Probable solutions

Probable solutions for achieving the specific outcomes are sometimes provided and indicate Council's preferred means of achieving the specific outcome. However, the probable solutions are not the only possible solutions that can be used.

Where a proposed design solution differs from the probable solution supplied; supporting grounds for the alternative solution are to accompany the application.

Copies of each relevant code are available for purchase from the Planning and Development Department.

STEP 6 Lodging an application

Pre-application meetings

Pre-application meetings with Council officers are helpful for identifying issues applicants need to address when proposing development. A range of expertise, as relevant to the proposal, is made available during such meetings. Applicants and their consultants are made aware of the information and reports that will assist in achieving a prompt assessment.

The use of consultants is highly recommended.

Forms

An application for operational works is to be lodged on the following parts of the IDAS form—

- Form A – common details;
- Form E – operational/building works; and
- Referrals Checklist.

Additional forms may be required where:

- referral agencies are applicable; or
- the application involves other development; or
- assessment is requested against the superseded planning scheme; or
- a preliminary approval overriding the planning scheme is being sought.

An original and three copies are required.

Information to be submitted with an application

An application should include:

- mandatory application forms (as above)
- a letter or report detailing the reason for the application and how the proposal complies with the relevant codes
- the number and standard of plans as detailed in Planning Scheme Policy 8 Infrastructure Works, or Planning Scheme Policy 4 Landscape Plans and Plant Species for landscaping proposals
- other information recommended in Planning Scheme Policy 1 Information Council May Request, Planning Scheme Policy 4 Landscape Plans and Plant Species or Planning Scheme Policy 8 Infrastructure Works.

Fees

A 'properly made' application is accompanied by the fee applicable as per Council's current Schedule of Fees and Charges.

Further Assistance....

Further information in relation to specific 'operational works' applications is available by reference to:

- Information Sheet 11 – Erosion and Sediment Control; and
- Information Sheet 12 - Landscaping

Available for purchase: Digital version on CD rom of the planning scheme (including maps); hard copy of the planning scheme or parts of the planning scheme (eg codes) and planning scheme policies.

For further assistance please contact Coolooloa Shire Council—

- on phone (07) 5481 0644; or
- at the Council Offices at 242 Mary St, Gympie; or
- by email council@coolooloa.qld.gov.au; or
- visit Council's website at www.coolooloa.qld.gov.au