



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# Public Notification Requirements (Impact Assessment)

ECM 3227453  
Version 1 – November 2024

This factsheet provides general information about public notification requirements associated with impact assessable development applications and certain applications to change an existing development approval.

## **What is Assessment Stage 4 - Public Notification?**

Under the *Planning Act 2016* ('Act') and Development Assessment Rules (Qld), development applications subject to impact assessment, and some other change applications, must be advertised publicly for formal comment. Council considers these comments as part of the assessment process. This provides the opportunity for the community to have a say about a proposed development or a change application.

## **What are the requirements for advertising and public notification?**

The applicant is responsible for the advertising and public notification of the application.

The Act requires the applicant to:

- publish a notice in the newspaper that circulates generally in the locality of the land;
- place a notice as described in the Act on the land; and
- give notice to adjoining landowners.

Applicants can engage companies that specialise in public notices for development assessment.

Advertising must be in accordance with the requirements outlined in Schedule 3 – Public Notice requirements of the Development Assessment Rules.

Prior to commencing public notification, the applicant must give the assessment manager a notice of the intended start date of public notification.

## **How long is the notification period?**

The notification period is a minimum of:

- 30 business days for a variation request; or
- 15 business days for all other development application types.

Notification does not include business days between 20 December and 5 January in the following year.

## **Do I need to notify Council when public notification is complete?**

Public notification finishes after the closing date for the public to make submissions. When the notification period has ended, the applicant has 10 business days to give Council a written notice that all requirements have been met.

When Council receives the notice of compliance, the development application will progress to the decision stage. Council must consider all submissions received and will inform all principal submitters of its decision.

Council only notifies the principal submitter where there are multiple signatures to a submission such as a petition.

## **Do I have appeal rights?**

Applicant's may choose to appeal Council's decision on any application to the Planning and Environment Court.

Any person who makes a properly made submission about an impact assessable development application or other change application can appeal the Council's decision to the Planning and Environment Court.

As code assessable development applications are not publicly notified, there are no submission or submitter appeal rights as part of the code assessable process. Code assessment is typically applied to uses which are consistent with the zoning of the land.

The public are given the opportunity to make submissions about the categories of assessment applied to uses and other forms of development at the time of the plan-making process (for example when Council is proposing a new planning scheme amendment).

### **Further Information**

For further information in relation to Public Notification Requirements, you can contact Council via one of the following methods:

- ✉ South Burnett Regional Council  
PO Box 336  
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)
- 👤 Visiting a Council Service Centre