

Have your say fact sheet

SDA applications and requests

Assessing SDA applications and requests

The Coordinator-General administers the *State Development and Public Works Organisation Act 1971* (SDPWO Act) and regulates development in State development areas (SDAs).

Each SDA is subject to a development scheme, that controls planning and development, and contains the process for assessing and deciding SDA applications and requests.

Public consultation may be required for an SDA application or request in accordance with the relevant SDA development scheme.

Public consultation

If the public consultation stage applies to an SDA application or request, the public, local businesses and local community groups can make a submission about the proposed development.

Proponents of an SDA application undergoing public consultation within an SDA, must place a proposed development notice:

- in local newspaper/s
- on each relevant road frontage and
- in letters to all adjoining landowners.

Details of the consultation will also be available on the [Office of the Coordinator-General website](https://www.coordinator-general.qld.gov.au) and all consultations are available for review at haveyoursay.coordinatorgeneral.qld.gov.au.

Making a submission

Visit haveyoursay.coordinatorgeneral.qld.gov.au to review the information required to be made available about the proposed development, and to make a submission using the online form. You can forward a copy of your submission to an email address for your records.

Alternatively, you may

- email your submission to sdainfo@coordinatorgeneral.qld.gov.au
- post your submission to:

The Coordinator-General
c/- State development areas
PO Box 15517, City East Qld 4002

If you are making your submission by email or post, it is preferred that you complete and send the attached submission form.

Submission checklist

When making a submission:

- clearly state your matter/s of concern or interest and list points to help with clarity
- reference the relevant section/s of the SDA application material where known
- provide the information relied upon and its source
- describe any measures you consider would be appropriate to improve the proposal
- provide drawings, images, sketches or diagrams if they assist to clarify your submission
- ensure your submission is legible.

Properly made submissions

The Coordinator-General may not consider your submission if it is not 'properly made'.

For a submission to be 'properly made', it must meet the following criteria:

- be made to the Coordinator-General in writing or electronically
- be received on or before the last day of the public consultation period
- state the name and address of each person who made the submission
- be signed by each person who made the submission (or submitted online or by email)
- state the grounds of the submission and the facts and circumstances relied on in support of the grounds.

Note: Under section 157O of the SDPWO Act it is an offence to give the Coordinator-General a document that contains information known to be false or misleading.

Next steps

Once consultation closes, the Coordinator-General reviews the SDA application, submissions and any additional information from the project proponent before making a decision.

The outcome of the decision will be made available on the [Office of the Coordinator-General website](#).

There are no applicant or third-party appeal rights in relation to a decision made by the Coordinator-General on an SDA application or request. However, judicial review applies in accordance with the *Judicial Review Act 1997*.

Privacy

Submissions made as part of a public consultation process are not confidential. Your submission, including any personal information you provide in connection with your submission, may in the course of and for the purposes of deciding the SDA application, performing

functions under the SDPWO Act or complying with obligations under other legislation, be disclosed by the Coordinator-General to the project proponent and to other local, state and Australian Government agencies.

Your personal information will otherwise be dealt with in accordance with the *Information Privacy Act 2009 (Qld)*.

Documents in the possession or under the control of the Coordinator-General are also subject to the *Right to Information Act 2009 (Qld)*.

If you have any concerns about the sharing of information, please contact 13 QGOV (13 74 68) or email sdainfo@coordinatorgeneral.qld.gov.au.

Further information

If you have a question about the consultation process, please contact the SDA planning services team at sdainfo@coordinatorgeneral.qld.gov.au.

General information about the Coordinator-General's SDA application process is available at [Development schemes, applications and requests | Office of the Coordinator-General](#).

Consultation submission form: SDA application or request

Complete this form if you wish to provide a submission by email or post. To make a submission online visit haveyoursay.coordinatorgeneral.qld.gov.au.

Name of project

Please write the project name exactly as it appears in the public notice or at haveyoursay.coordinatorgeneral.qld.gov.au.

Your details

Full name		Organisation (if relevant)	
Postal address		Phone number	
		Mobile number	
		Email address	
	Post code		
Signature		Date	

A submission by more than one person must be signed by each submitter.

Your comments on the SDA application or request

Section e.g. water quality	Describe the issue	Suggestion solutions
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- If there is not enough space on this form, please attach additional pages and include your full name and the name of the project on all separate pages.
- For this submission to be 'properly made', it must be signed by each person who makes the submission and state the name and address of each person who makes the submission.
- Send the completed form to sdainfo@coordinatorgeneral.qld.gov.au or the postal address shown in the newspaper public notice. If you require assistance, please telephone 1800 001 048.
- You must provide your comments by the closing date shown in the public notice and on the consultation website.

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