

Town Planning and Environmental Scan

Project Number:

Project Manager / Responsible Officer:

Client:

Works Commencement Date:

Project Address:

Brief Project Description:

This scan is intended to flag risks and identify high risk activities that may trigger planning and environmental approvals or management requirements. It is possible that the scan may inadvertently not capture an activity that does require planning and environmental approvals or management requirements. Applying common sense, if you consider that your activity may have potential planning or environmental issues, you should contact Technical Services, Town Planning Unit for further advice.

NB. Reference in this document to “the site” means the whole of the allotment on which the works are proposed. Reference to the “work area” means the specific work site or disturbance area for the works.

If you have answered YES or MAYBE to ANY of the questions below, Town Planning advice is required for the project.

Scan Questions	Guidance
If the site is currently vacant or disused, will the works facilitate a future activity or land use?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> The works may constitute the start of a new use of the premises requiring planning approval. Town Planning advice is required to confirm if approvals are triggered.
Do the works involve a new building or structure, or an extension to an existing building or structure?	Yes <input type="checkbox"/> No <input type="checkbox"/> The works may constitute the start of a new use of the premises or an increase in the scale of an existing use. Town Planning advice is required to confirm if approvals are triggered.
If the works involve an existing building (i.e. refurbishment, renovation), do the works involve a change to the building classification?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> A change to the building classification is suggestive of changes to the use of the building and may be indicative of the need for planning approval.
If the works involve an existing building (i.e. refurbishment, renovation), do the works involve a change to the nature of the use of the building?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Changes to the way a building is used can constitute a material change of use. Examples of this might include: <ul style="list-style-type: none"> • Change from general learning areas on a school site to child care / kindergarten or early childhood care and education; • Change of a dwelling house to office use; • Change of an office space to community services delivery purposes;

		<ul style="list-style-type: none"> Modification of a single dwelling house into two attached units.
Does the works involve demolition or partial demolition of a building or structure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Demolition activity is building work and can trigger assessment against the Building Act, as well as the planning scheme. Demolition can often require permits especially if the building has heritage values or if it is in a character zone under the planning scheme, or in a character or demolition control overlay under the planning scheme.</p>
Are there buildings or other features on site known to or likely to have heritage values?	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	<p>In particular, if there are buildings on the site constructed pre-1946, there is potential that the site could be on a federal, state or local heritage register, or in a character or demolition control area.</p> <p>If unsure about heritage status, seek advice.</p> <p>Where a heritage place is present, an Environmental Checklist Report is required to confirm the heritage status of the site and confirm any requirements. Works on a heritage place can require planning approvals, approvals under the Queensland Heritage Act 1992, compliance with conditions, or the need for exemption certificates.</p> <p>A heritage place can include the whole of the site, not just the heritage feature.</p>
Are there buildings on site constructed before 1946 or otherwise known to have heritage values?	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	<p>If unsure, seek advice.</p> <p>Works may be proposed on a site which is listed on state or local heritage register. If a building is pre-1946 or may potentially be of heritage significance, a Preliminary Environmental Assessment is required to confirm the requirements.</p> <p>Works on a heritage place can require planning approvals, approvals under the Queensland Heritage Act 1992, compliance with conditions, or the need for exemption certificates.</p> <p>A heritage place can include the whole of the site, not just the heritage feature.</p>
Does the works involve filling or excavation resulting in a retaining wall greater than 1m in height	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Changes to land form can trigger planning approvals under the local government planning scheme. Town Planning advice should be sought to confirm if the operational works are exempt or require planning approval.</p>
Does the works involve filling or excavation resulting in:	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Changes to land form can trigger planning approvals under the local government planning scheme. Town Planning advice should be sought to confirm if the operational works are exempt or require planning approval.</p>
• an increase in depth or height of the ground level by 1 vertical metre or more; or • a volume of 100m ³ or more.		
Does the works involve erecting a permanent advertising device or sign?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Advertising devices such as school notice boards or signs are considered operational works and can trigger the need for planning approval. Signs of this nature can have limitations on size and height and restrictions on lamination and strobing / flashing for LED or illuminated signage. Furthermore, advertising</p>

		devices on State controlled roads may be further restricted due to potential distractions and the safety impact on road users.
Does the works involve installation of sports lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Planning schemes and local laws can regulate sports lighting due to the potential amenity impacts to nearby sensitive land uses such as residential uses.
Does the works involve new or relocated permanent site vehicle access?	Yes <input type="checkbox"/> No <input type="checkbox"/>	This question does not contemplate temporary or construction access. Changes to the site vehicle access can significantly impact on the distribution of traffic associated with the use of the land and result in off-site impacts.
Does the works involve substantial new on-site car parking?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provision of new car parking can be indicative of increased car parking demand associated with the way the client is using the premises.
Based on the nature of the works, its setting and nearby land uses, is the activity likely to be contentious or draw interest from the community?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Works may be contentious for many reasons including because of: <ul style="list-style-type: none"> • The height of new or replacement buildings or structures; • The location of new buildings or structures close to neighbours; • Impacts on views from surrounding properties; • Impacts on privacy of neighbouring properties by overlooking; • The location of plant or equipment such as condensers, pump houses etc near to neighbours; • Removal of landmark buildings or other features on the site; • Removal of memorial plaques, trees or other features from the site; • Prevention of public access or use where previously it had been allowed.

If you have answered **YES** or **MAYBE** to **ANY** of the questions below, a ***Environmental Checklist Report*** is required for the project.

Scan Questions	Guidance
Do the works involve a new building or structure, or an extension to an existing building or structure?	Environmental Checklist Report is required to determine environmental management obligations for the new construction.
Is vegetation clearing required to facilitate the proposed development?	This includes all layers of vegetation including trees, shrubs and ground cover. Note that vegetation on site may be triggered by more than one mapped environmental constraints. If any vegetation clearing is required, it needs to be assessed prior to commencement of works. Therefore, if you have answered Yes to this, an Environmental Checklist Report is required.
Is the project located in a National Park, Conservation	Works can be restricted in National Parks and other conservation areas. There is also a higher likelihood that such areas could be part of other

Estate, State Forest or similar conservation area?		areas of significance, such as a World Heritage Area.
Is the work near a known flying-fox roost? Or is there known to be a colony near the site	Yes <input type="checkbox"/> No <input type="checkbox"/>	If the site is in an Urban Flying Fox Management Area there may be permits or management requirements. Some works especially noise generated from machinery during construction may be regulated near a flying-fox roost.
Does the project involve works within a tidal waterway or a riverine area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Including pontoons, boat ramps or other marine infrastructure, stormwater discharge including channelized or piped infrastructure into a waterbody or at the banks of a waterbody, damming or other barrier works that would impede the flow of water.
Is the proposed site within 50 metres of a waterbody? (Creek, River, Wetland, Ocean, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Even when construction works are proposed to avoid the nearby waterbodies, they may still be in a mapped Trigger Buffer from the waterbody. Therefore, if you have answered Yes to this, an Environmental Checklist Report is required.
Is the project likely to divert stormwater onto adjoining premises or concentrate stormwater flows onto adjoining premises (including private property, roads, or railway corridor land)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	State laws provide specific legal requirements for stormwater and drainage works, usually under planning laws, and under water management laws. In addition to requirements under State laws, there may be applicable legal or policy requirements under the common law, local government planning schemes, local laws and/or stormwater drainage manuals/codes.
Are there buildings or other features on site known to or likely to have heritage values?	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	<p>In particular, if there are buildings on the site constructed pre-1946, there is potential that the site could be on a federal, state or local heritage register, or in a character or demolition control area.</p> <p>If unsure about heritage status, seek advice.</p> <p>Where a heritage place is present, an Environmental Checklist Report is required to confirm the heritage status of the site and confirm any requirements. Works on a heritage place can require planning approvals, approvals under the Queensland Heritage Act 1992, compliance with conditions, or the need for exemption certificates.</p> <p>A heritage place can include the whole of the site, not just the heritage feature.</p>
Will there be earthworks >100m ³ cut or fill at elevations below 5m Australian Height Datum (AHD)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you have answered Yes to this question, there is a risk for Acid Sulfate Soils to be disturbed. Therefore, a Environmental Checklist Report is required to confirm the requirements.
Is there evidence, knowledge or indications of current or previous use of the land that is a source of possible contamination?	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	<p>Contaminated sites can be searched on Qld registers (EMR and CLR) and a report can be obtained through emailing site details (Lot/Plan or address or school name, etc) to:</p> <p>EMR.CLR.Registry@ehp.qld.gov.au</p> <p>Alternatively, you can email your request to the Environment Team to undertake this search request.</p> <p>Potentially contaminating land uses can include:</p>

		<ul style="list-style-type: none"> • Land fill; • On-site wastewater treatment systems; • Fuel storage; • Chemical storage; • Fuel burning/power generation; • Metal workshop; • Facilities generating hazardous waste; • Other (If unsure, contact Environment Team on numbers provided).
Is there evidence, knowledge or likelihood of potentially hazardous materials on site that will be disturbed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Including chemicals, asbestos or lead paint
Does the proposed development include activities which may be of high environmental risk and require approvals?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Activities including: <ul style="list-style-type: none"> • On-site wastewater treatment systems; • Fuel storage; • Chemical storage; • Fuel burning/power generation; • Explosives production or storage; • Metal workshop; • Facilities generating hazardous waste; • Other (If unsure, contact Environment Team on numbers provided).

If you have answered YES to BOTH questions below a Koala Self-Assessment and Management Plan is required for the project. Offsets may result.

Is the total development footprint 500 m ² or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the proposed development located within following local government areas? <ul style="list-style-type: none"> • Sunshine Coast Region • Moreton Bay Region • Brisbane City • Ipswich City • Logan City • Redland City • Gold Coast City • Noosa Shire Council • Somerset Regional Council • Lockyer Valley Regional Council • Scenic Rim Regional Council • Toowoomba Regional Council 	Yes <input type="checkbox"/> No <input type="checkbox"/>

For assistance contact:

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