



Fact sheet: Public notification signage under the *Planning Act 2016*

Under the *Planning Act 2016*, public notification must be given and carried out in the way stated in the Development Assessment (DA) Rules. This fact sheet provides all relevant links and simple instructions to meet the new signage requirements.

The new requirements contained in the DA Rules require public notice for:

- impact assessable development applications
- applications that include a variation request
- certain change applications.

Public notice must be given by:

- publishing a notice at least once in a newspaper circulating generally in the locality of the premises
- placing a notice on the premises that must remain on the premises for the period up to and including the stated day
- giving notice to the owners of all lots adjoining the premises.

Schedule 3 of the DA Rules provides further information about the way in which each of the above must be undertaken in order for them to be taken as being given. This schedule also sets out what is taken to be an adjoining lot for the purposes of public notification.

What the new signs should look like

The new signs are designed to improve how development proposals are represented in order to help the community better understand the proposals. Two new sign templates have been created: a proposed development sign and a change to approval sign. Examples of notices on the land are shown on the next page.

Templates for applicants

If applicants are outsourcing their signage to an external firm, they can complete one of the Word templates to provide the correct wording and icon use and send this information sheet (with embedded links) to their signage firm. The department has also provided templates of the public notices for newspapers, as follows:

- [Development application notice on the land template](#)
- [Change application notice on the land template](#)
- [Development application notice in the newspaper template](#)
- [Change application notice in the newspaper template.](#)

Examples of notices on the land

Proposed Development



Make a submission from **31 December 2015 to 21 February 2016**

> Multiple Dwelling - 45 Units (Stage 1)
> Multiple Dwelling - 30 Units (Stage 2)
> Multiple Dwelling - 54 Units (Stage 3)



Where
123 Settlement Road, Tungston East QLD 2124

On
Lot 99 on RP33329

Approval Sought
Development Permit

 **> Minimum Lot Size and Frontage**
> Minimum area 2500m²

 **> Building height**
> Maximum of 10m above natural ground level and no more than 2 storeys

 **> Setbacks**
> Rear, side and front setbacks must be observed

 **> Site cover**
> Maximum 75% of the total site area for a single storey

> For further information & submissions to

- > (07) 2345-5678
- > mail@anyqldrc.qld.gov.au
- > PO Box 1434, AnyQldTown QLD 4001
- > www.anyqld.qld.gov.au

> View the Application Online

- > http://pdonline.anyqldrc.qld.gov.au
- > Application ref # DP0027389
- > Or by Scanning QR Code

Public notification requirements are in accordance with the Planning Act 2016

Proposed change to approval



Make a submission from **31 December 2015 to 21 February 2016**

Change proposed: Additional storey to an existing multiple dwelling unit approval.



Where
123 Settlement Road, Tungston East QLD 2124

On
Lot 99 on RP33329

Existing Approval
Development permit for a 45 unit multiple dwelling (ref: MCU001-0707)

> For further information & submissions to

- > AQ Regional Council
- > (07) 2345-5678
- > mail@anyqldrc.qld.gov.au
- > PO Box 1434, AnyQldTown QLD 4001
- > www.anyqld.qld.gov.au

> View the Application

- > Application reference: CHANGE002/1217
- > A copy of the application can be obtained from AQ Regional Council
- > http://pdonline.aqldrc.qld.gov.au/CHANGE002/1217
- > Or by scanning QR code

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Templates for signage firms

To assist signage firms, InDesign, PNG, EPS and PDF files are provided of the above examples – just substitute the details of the actual proposal and upload a suitable image.

- [DA sign – development application \(InDesign file\)](#)
- [DA sign – development application \(EPS file\)](#)
- [DA sign – development application \(PDF\)](#)
- [DA sign – change to an approval \(InDesign file\)](#)
- [DA sign – change to an approval \(EPS file\)](#)
- [DA sign – change to an approval \(PDF\)](#)
- [PNG versions of the signage icons](#) (to use where appropriate)
 - DA sign – approval icon
 - DA sign – building height icon
 - DA sign – location icon
 - DA sign – lot size icon
 - DA sign – pin icon
 - DA sign – setbacks icon
 - DA sign – site cover icon

For more information contact us at bestplanning@dilgp.qld.gov.au.