MyDAS2 – an overview
A guide for applicants

MyDAS2 – the state's online system for preparing and assessing applications – went live on 3 July 2017 with the commencement of the *Planning Act 2016*. It is an intuitive, interactive and intelligent system that supports the online preparation and tracking of your application. This fact sheet explains what MyDAS2 can do for you.

What can I do in MyDAS2?

You can complete DA forms 1 and 2 online using MyDAS2. As the end of the preparation step, MyDAS2 will create a PDF of your completed form(s) which you can download.

Preparing and lodging to SARA

When giving an application to the State Assessment and Referral Agency (SARA) under the Act, you can use MyDAS2 to prepare and lodge your application directly with SARA. MyDAS2 supports development applications, change representations, change applications and extension applications. You can also prepare and submit pre-lodgement enquiries and pre-referral responses to SARA using MyDAS2.

Preparing and lodging to council (as the assessment manager)

If you need to give a development application to an assessment manager other than SARA – e.g. your local council – you can prepare DA forms 1 and 2 in MyDAS2 and other information relating to the application. You can then download this information from MyDAS2 to give to your assessment manager.

Before proceeding, however, please contact your council to check if they accept development applications prepared in MyDAS2—for example, they may have their own online application system. You cannot directly lodge an application with council using MyDAS2.

How do I sign up?

Before you can use MyDAS2, you will need to register an account. Registration simply requires you to provide your name, contact phone number and email address. The email address will be your MyDAS2 username when logging in.

If you wish to set up an account for multiple users (e.g. as part of an organisation, please select this option when registering your username. Once you login, MyDAS2 will prompt you to provide the organisation's name, ABN, email and address, after which you will be able to add colleagues to the account.

Please see the department's website http://dilgp.qld.gov.au for more MyDAS2 user guides and videos.

MyDAS2 features

Contact details

The details you registered with will automatically populate in the application contact details section during application preparation. The first time you prepare an application, you can enter your postal address details. By clicking the checkbox on the same screen, MyDAS2 will update your profile with details which will automatically populate in any future applications. You can update your details at any time in this way, or by updating your user profile.

Location details

During preparation of any application in MyDAS2, you will be prompted to provide the site location for your development proposal. You can provide the location details in the form of a street address, a lot on plan, or as coordinates.

MyDAS2 supports fast and simple entry of multiple 'lot on plan' details. For example, you can 'copy and paste' (or 'drag and drop') up to 20 property descriptions at once. MyDAS2 also supports dynamic searching of street addresses – just start typing the address and a list of possible addresses will start to display.

Filtering

To assist with a speedier preparation process, MyDAS2 will automatically filter potential assessment manager names for your application based on the location details of your site.

A similar MyDAS2 filtering feature applies when you come to identify which triggers apply to your development application under the Planning Regulation 2017. MyDAS2 will hide any triggers that are unlikely to apply to your application based on the assessment manager and aspects of development you have selected. You can clear this filter to show 'all triggers' if preferred.

Uploading documents

MyDAS2 supports multiple-file upload including '**drag and drop**' functionality for ease of use. Up to 10 documents can be uploaded at once. The maximum file size for individual documents is 25MB.

Completing tasks

While your application is being assessed by SARA you may receive tasks in MyDAS2 that require your action. Any '**active tasks**' for your attention will display on your MyDAS2 home page as well as from within the application record itself.

Clicking on the task name will open the task. You will need to '**accept'** a task before you can complete it. You can also just close the task and come back to it another time. A task will no longer display on your home page or application record once it has been submitted.

You may need to upload a document (or documents) as part of completing a task. When you submit the task, you will see the uploaded document(s) in '**Manage documents**'.

Frequently asked questions

How do I access MyDAS2?

You can access MyDAS2 through any browser on any device. MyDAS2's address is https://qld.gov.au/mydas2. You can also find a link to MyDAS2 on the department's website and on the current MyDAS landing page.

Will I be able to see all my applications in one system?

No. MyDAS and MyDAS2 are separate systems. To help you identify which system your applications are in, the application reference numbers are structured differently:

- MyDAS format: [Letters]-[MMYY]-[number]   e.g. SDA-0516-01234
- MyDAS2 format: [YYMM]-[number] [Letters]   e.g. 1707-01234 SDA

I am already registered in MyDAS, do I need to register in MyDAS2?

Yes. If you wish to use MYDAS2 you will need to register first.

How do I navigate between MyDAS and MyDAS2?

To access MyDAS and MyDAS2 you will need to be registered in both systems. Once logged in, you will see a hyperlink on the landing page which will take you to the other system. Please note that logging into one system will not automatically log you in to the other system.