

# Making a submission

## Priority development area (PDA) proposed development scheme

This fact sheet provides information about how to make a submission on a proposed development scheme for a priority development area (PDA). The same process applies for making a submission on a proposed amendment to an existing development scheme, however there is a difference in the minimum period available to make submissions. For simplicity, this fact sheet will only refer to a proposed development scheme.

### Proposed development scheme process

Priority Development Area declared

Preparation of proposed development scheme

Public notification of proposed development scheme

Finalisation of development scheme including a submissions report

### What is a development scheme?

A development scheme is the planning document that will assist in planning, carrying out, promoting, coordinating and controlling the development of land in the PDA.

### Who is responsible for preparing proposed development schemes in PDAs?

Economic Development Queensland (EDQ) is responsible for undertaking the process of preparing a proposed development scheme on behalf of Minister for Economic Development Queensland (MEDQ).

In some instances, however the MEDQ delegates responsibilities for plan preparation in the PDA to another entity.

In all circumstances, it is the MEDQ that finalises the development scheme and submissions report, and takes the steps for the scheme to be approved by regulation.

### What is a submission?

A submission is a written comment made by any interested parties (community, residents, business operators) - a submitter - during the notification or submission period of a PDA proposed development scheme.

The submission period is for a minimum of 30 business days for a proposed development scheme, and a minimum of 15 business days for a proposed amendment to an existing development scheme.

### What is required in a submission?

A submission should:

- be in writing
- be received during the respective public notification period
- include the submitter's name and contact details
- include a description of any issues of concern and/or support for specific sections of the scheme.
- be made to the MEDQ.

Making a properly made submission will ensure your comments regarding a proposed development scheme are considered by the MEDQ.

### Where should a submission be sent?

Where EDQ is responsible for the preparation of the proposed development scheme, submissions should be sent to the MEDQ. Where the responsibility of preparing a proposed development scheme has been delegated to a relevant council, then submissions should be lodged with that nominated council.

Submissions can be lodged to the MEDQ by:

**Online:** [yoursay.edq.qld.gov.au](https://yoursay.edq.qld.gov.au)

**Post:** Economic Development Queensland  
GPO Box 2202 Brisbane QLD 4001

**Email:** [contact@edq.qld.gov.au](mailto:contact@edq.qld.gov.au)

To lodge a submission with a nominated council please refer to its website for lodgement details.

A submitter's details are confidential. No personal details are published online or included in the submissions report.

### What happens next?

After the submission period closes the MEDQ may take up to three months to review and consider all submissions received and make any amendments to the proposed development scheme.

When the development scheme has been 'made' (finalised), the MEDQ will advise each submitter that the development scheme has been approved and is available online, along with the submissions report.

A public notice is also placed in the local newspaper advising the development scheme has been approved and is available to be viewed.

### Further information

If you require any further information about a PDA please contact EDQ at [contact@edq.qld.gov.au](mailto:contact@edq.qld.gov.au) or visit the relevant PDA web page <https://www.edq.qld.gov.au/priority-development-areas-pda/>