



Our Ref: File: P026-22 & 06032-20000-000 JMN:SM
Your Ref: ---

DECISION NOTICE APPROVAL

(Given under section 63 (2) of the *Planning Act 2016*)

30 June 2023

Talk HQ Speech Pathology
1/26 Bowen Road
HERMIT PARK QLD 4818

Attention: Julie Sexton – Chief Executive Officer for Talk HQ

Dear Ms Sexton

The development application described below was properly made to the Council on 2 May 2023.

APPLICANT DETAILS*

Applicant name: Talk HQ Speech Pathology
Applicant contact details: julie@talkhq.com.au

APPLICATION DETAILS

Application number: P26-22
Approval sought: Material Change of Use
Nature of development proposed: Home Based Business
Description of the development proposed: Home Based Speech Pathology Business

LOCATION DETAILS

Street address: 103 Simpson Street
Real property description: Lot 1 on plan MPH21945
Local government area: Mount Isa City

**Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.*

DECISION

Date of decision: 1 June 2023

Decision details: approved in full with conditions*
(refer to the conditions contained in Attachment 1)

*Note: The conditions show which conditions have been imposed by the assessment manager and which conditions have been imposed by a referral agency.

DETAILS OF APPROVAL

This application is / is not taken to have been approved (a deemed approval) under section 64(5) of the *Planning Act 2016*.

The following approvals are given:

	Planning Regulation 2017 reference	Development Permit	Preliminary Approval
Development assessable under the planning scheme, superseded planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval <ul style="list-style-type: none"> • Building Work Not Associated with a Material Change or Use • Plumbing or Drainage Work • Material Change of Use • Reconfiguration of a Lot • Operational Work 		<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CONDITIONS

This approval is subject to the conditions in Attachment 1.

FURTHER DEVELOPMENT PERMITS

Please be advised that the following development permits are required to be obtained before the development can be carried out:

1. Building Permit for Home Office (Approved as Carport Only)

APPROVED PLANS AND SPECIFICATIONS

Copies of the following plans, specifications and / or drawings are enclosed.

Drawing/report title	Prepared by	Date	Reference no.	Version/issue
Aspect of development: Material Change of Use				
Cover Letter	Talk HQ Speech Pathology	20/04/2023		

Home Based Business Checklist	Jane and David Logan	20/04/2023		
Site/Floor Plan	Jane and David Logan	2/05/2023		

CURRENCY PERIOD FOR THE APPROVAL (Section 85 of the Planning Act 2016)

Six (6) years from the date of the Decision Notice.

STATEMENT OF REASONS

1. Reasons for the Decision

The reasons for this decision are:

- The proposed development was a code-assessable development for the zone; and
- Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity, or can be conditioned to comply with the relevant code requirements; and
- The proposed development complies or can be conditioned to comply with the relevant State Planning Policy and the North Queensland Regional Plan.

The evidence or other material on which the findings were based are:

- The development application material; and
- The City of Mount Isa Planning Scheme 2020; and
- State Planning Policy; and
- North Queensland Regional Plan; and

2. Assessment Benchmarks

The following are the benchmarks applying for this development:

Benchmarks applying for the development	Benchmark reference
Home Based Business Code	City of Mount Isa City Council Planning Scheme 2020 - Part 9 Development Codes – 9.3.3
Parking, access and loading code	City of Mount Isa City Council Planning Scheme 2020 - Part 9 Development Codes – 9.4.6
Landscaping code	City of Mount Isa City Council Planning Scheme 2020 - Part 9 Development Codes – 9.4.5
Engineering works and services code	City of Mount Isa City Council Planning Scheme 2020 - Part 9 Development Codes – 9.4.2
Excavation and filling code	City of Mount Isa City Council Planning Scheme 2020 - Part 9 Development Codes – 9.4.3

3. Matters Prescribed by Regulation
 - The State Planning Policy - Part E
 - North Queensland Regional Plan
 - City of Mount Isa Planning Scheme 2020
 -

APPEAL RIGHTS

The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the *Planning Act 2016*).

APPEAL BY AN APPLICANT

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application
- a provision of the development approval
- the decision to give a preliminary approval when a development permit was applied for
- a deemed refusal of the development application.

An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the *Planning Act 2016*.

APPEAL BY A SUBMITTER

A submitter for a development application may appeal to the Planning and Environment Court against:

- any part of the development application for the development approval that required impact assessment
- a variation request.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the *Planning Act 2016*.

Attachment 3 is an extract from the *Planning Act 2016* that sets down the applicant's appeal rights and the appeal rights of a submitter.

Should you have any further queries, please contact Council's Development and Land Use section on (07) 4747 3200.

Yours faithfully



Tim Rose
Acting Chief Executive Officer

Encl: **Attachment 1—Conditions of the approval**

Part 1—Conditions imposed by the Assessment Manager (Mount Isa City Council)

Attachment 2 – Approved Plans

Attachment 3—Extract on Appeal Rights (Planning Act 2016)

ATTACHMENT 1
PART 1
CONDITIONS IMPOSED BY
ASSESSMENT MANAGER
(MOUNT ISA CITY COUNCIL)

Application: P26-22 for a Material Change of Use (Home Based Speech Pathology Business) at 103 Simpson Street, Mount Isa.

Council advise that the Development Application was approved by Mount Isa City Council's Chief Executive Officer through Delegated Authority (Delegated Authority No. 2057) on 1 June 2023 for the Material Change of Use (Home Based Speech Pathology Business) at 103 Simpson Street, Mount Isa, described as Lot 1 on plan MPH21945, subject to the following conditions:

NUMBER	CONDITION	TIMING
PLANNING		
General		
1.	The development shall be carried out generally in accordance with the approved plans and drawings attached to this approval except where conditions of this approval dictate otherwise. <i>For clarity, any change to the development that is not generally in accordance with the approved plans and drawings must be approved by Council pursuant to a 'change application' under Chapter 3, Part 5, Division 2, Subdivision 2 of the Planning Act 2016;</i>	<i>At all times</i>
2.	The owner/developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval and such works shall be to Council specifications and satisfaction	As specified

Home Business Operations		
3.	No more than two clients or customers are present at any one time and no more than eight clients or customers attend the home-based business in any one day	<i>As specified.</i>
4.	The home-based business only employs persons who are residents of the dwelling	<i>As specified</i>
5.	Operation hours (for client's visiting the premise) are limited to: a) Monday to Saturday – 8.00am to 6.00pm; and b) no operation on Sundays and Public Holidays.	<i>As specified</i>
6.	Client parking is to be contained within the property boundaries of 103 Simpson Street	<i>At all times</i>
Built Form and Character		
7.	All equipment, goods and materials associated with the home-based business are stored inside the dwelling and/or another fully enclosed structure such as a shed or garage on the same site as the dwelling and must not be viewed from the street.	<i>At all times</i>
8.	Except for the placement of any advertising device permitted by the Planning Scheme, the external residential appearance and character of the dwelling is not modified to accommodate the home-based business.	<i>At all times</i>
9.	Any advertising devices erected on the site in connection with a home-based business are to comply with the following: a) include only the business name and contact details of the home-based business that is lawfully conducted on the site; and attached to a wall or fence and is not free standing; and b) is not illuminated, neon, flashing or in motion; and c) is not to exceed 0.3m ² in area; and d) limited to one advertising device on each road frontage of the allotment	<i>As specified</i>

The applicant is reminded that, in addition to the conditions of this permit, compliance is required with all applicable Commonwealth and Queensland legislation.

Materials used in the assessment of the application included:

- The development application material and submitted plans
- Information Request Response and Further Advice Response
- *Planning Act 2016*
- Planning Regulation 2017
- *The State Development Assessment Provisions (version 2.4)*, as published by the department
- The Development Assessment Rules
- State Planning Policy Interactive Mapping System

The assessment of this application has not included an examination of the compliance with applicable legislation, with the exception of those aspects which have been examined by any referral agency, and the issue of the permit is not to be taken as evidence or assertion of such compliance.

The following list indicates some of the legislation which is commonly applicable to development. Whilst every endeavour has been made to make the list as complete as possible there may be other applicable legislation that has not been included.

- *Aboriginal Cultural Heritage Act 2003*
- *Biosecurity Act 2014*
- *Body Corporate and Community Management Act 1997*
- *Building Act 1975*
- *Building Units and Group Titles Act 1980*
- *Child Care Act 2002*
- *Dangerous Goods Safety Management Act 2001*
- *Disability Discrimination Act 1992 (Commonwealth)*
- *Electrical Safety Act 2002*
- *Environmental Protection Act 1994*
- *Explosives Act 1999*
- *Fisheries Act 1994*
- *Food Act 2006*
- *Land Act 1994*
- *Land Protection (Pest and Stock Route) Act 2002*
- *Land Title Act 1994*
- *Native Title (Queensland) Act 1993 and Commonwealth native title legislation*
- *Pest Management Act 2001*
- *Plumbing and Drainage Act 2002*
- *Public Health Act 2005*
- *Queensland Heritage Act 1992*
- *Radiation Safety Act 1999*
- *Recreational Areas Management Act 2006*
- *Regional Planning Interests Act 2014*
- *Residential Services (Accreditation) Act 2002*
- *Transport Infrastructure Act 1994*
- *Vegetation Management Act 1999*
- *Water Act 2000*

ATTACHMENT 2

APPROVED PLANS

**MOUNT ISA CITY COUNCIL
DEVELOPMENT APPROVAL**

Permit No.: 26-22

Type of Development: Material Change of Use

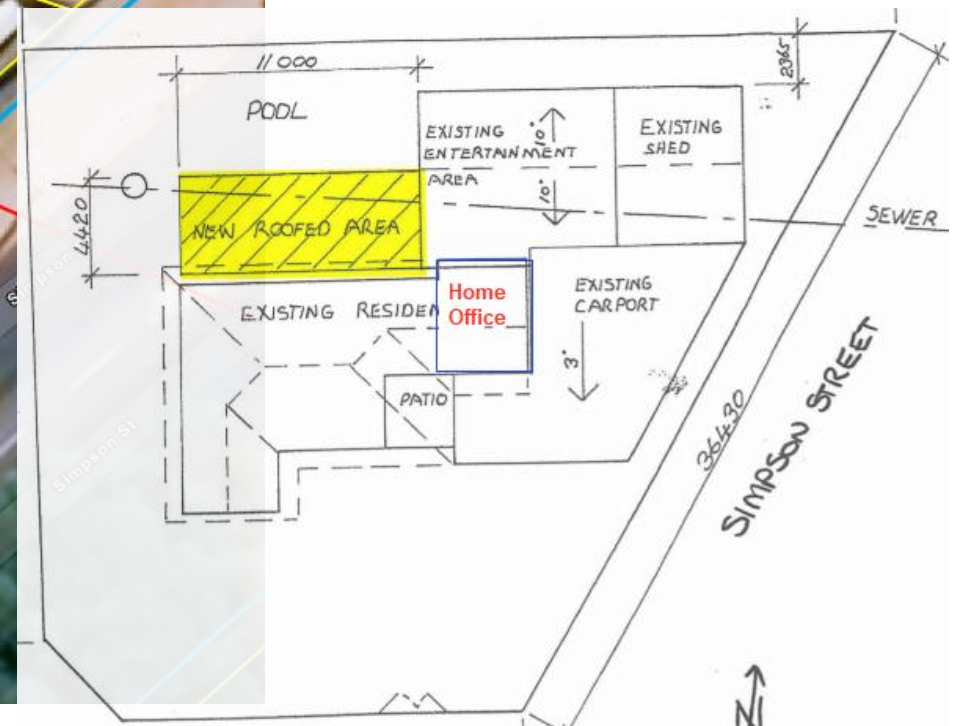
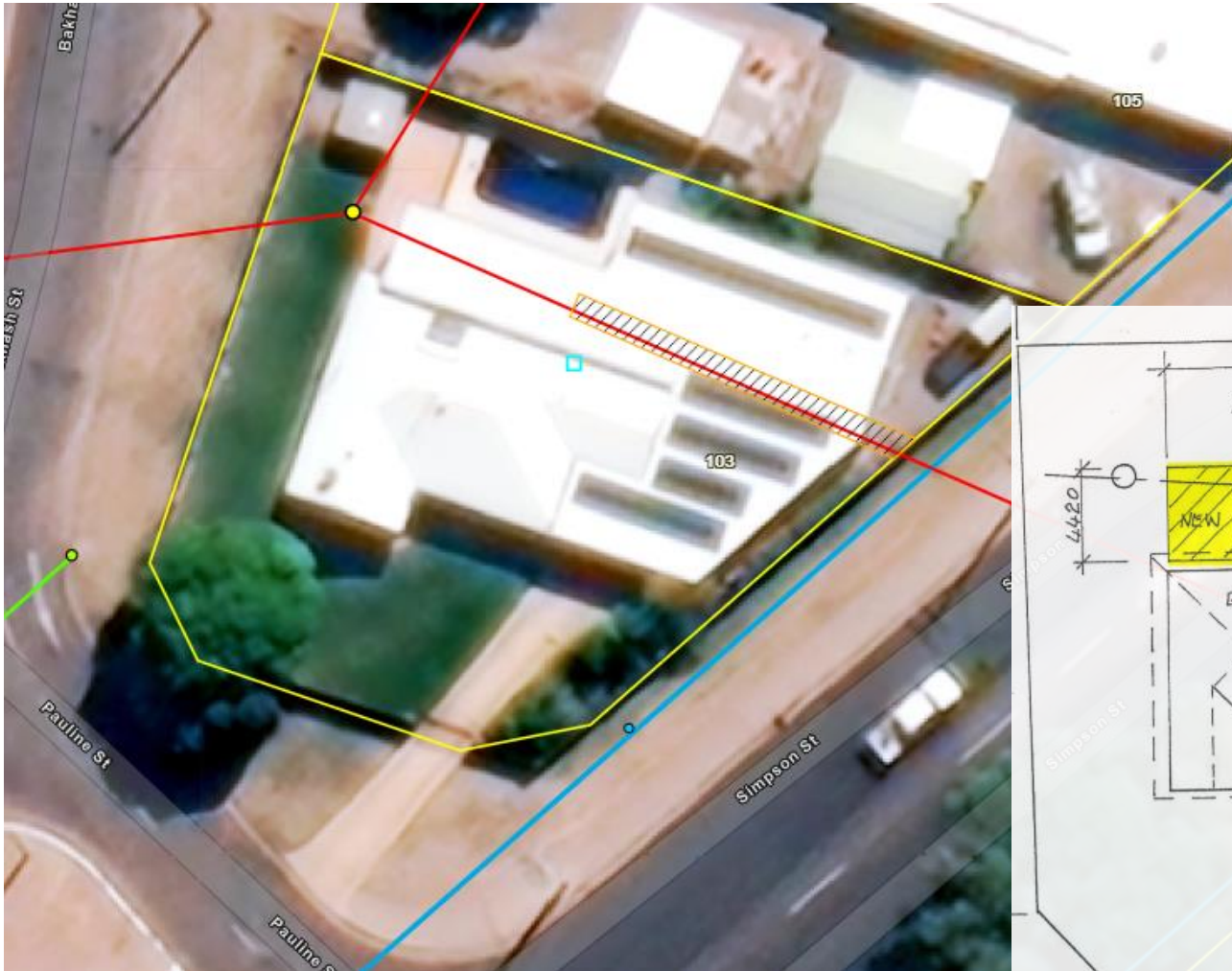
Approved Use: Home Based Business

Approved By: Mr Tim Rose

Title: Acting Chief Executive Officer

Date: 30/06/2023

JL



<p>Combined Site and Floor Plan</p>	<p>Prepared by Jane & David Logan and Mount Isa City Council</p>
<p>Home Based Business (Speech Pathology) at 103 Simpson Street</p>	<p>2 May 2023</p>

Date: 20 April 2023



TO:

Jason Newell
Planning Officer
Mount Isa Council
PO Box 815
Mount Isa
QLD 4825

**MOUNT ISA CITY COUNCIL
DEVELOPMENT APPROVAL**

Permit No.: 26-22

Type of Development: Material Change of Use

Approved Use: Home Based Business

Approved By: Mr Tim Rose

Title: Acting Chief Executive Officer

Date: 30/06/2023

A handwritten signature in black ink, appearing to be "J. Rose", written over a white rectangular background.

Dear Jason

Thank you for your consideration of our application for a Home Based Business.

TalkHQ Speech Pathology has been operating in Mount Isa since June 2021 offering therapy for children with communication disorders. This service typically sees clients one on one with administration support being based in Townsville.

Our Mt Isa based clinician, Jayne Logan, will be returning from work on reduced hours. In order to make this service sustainable, Jayne has offered to operate the business from her home office 1-2 days per week. She is the only employee based in Mount Isa.

Please see attached supporting documents.


I look forward to hearing from you with your decision.


Kind regards

Julie Sexton


CEO

ABN: 14 600 273 818

 **Phone.**
07 4755 0225

 **Email.**
hello@talkhq.com.au

 **Website.**
www.talkhq.com.au

 **Postal Address**
1/26 Bowen Road, Hermit Park
Qld 4818 Australia



Mount Isa City Council – Home Business ChecklistMOUNT ISA CITY COUNCIL
DEVELOPMENT APPROVAL

Permit No.: 26-22

Type of Development: Material Change of Use
Approved Use: Home Based Business

Approved By: Mr Tim Rose

Title: Acting Chief Executive Officer

Date: 30/06/2023

Address 103 Simpson Street Menzies QLD 4825**Confirm Zoning:** Residential**Proposed Operation:** Speech Language Pathology**Home Business Code**

Performance Outcome	Acceptable Outcome	Complies (Yes/No)	Alternative Solution	Council's Assessment
Amenity, Safety and Scale of Use				
PO 1 The operation of the <i>home based business</i> is limited in size, scale and the type of activity so that it: <ul style="list-style-type: none"> (a) remains ancillary to, and does not encroach upon the residential use of the <i>dwelling</i>; and (b) does not compromise the amenity or safety of the surrounding neighbourhood and primary residential use of the <i>dwelling</i>, having particular regard to: <ul style="list-style-type: none"> (i) hours of operation; and (ii) noise; and (iii) odour; and (iv) dust; and (v) number of visitors and employees on the <i>site</i>; and (vi) visual amenity impacts; and (vii) use of potentially hazardous materials; and (viii) traffic, access and car parking. 	AO 1.1 Only one <i>home based business</i> is permitted per <i>dwelling</i> . AO 1.2 A permanent resident of the <i>dwelling</i> conducts the <i>home based business</i> . AO 1.3 The workspace of the <i>home based business</i> activity is totally separated from the primary residential use of the <i>dwelling</i> by a wall(s) and closable door(s). AO 1.4 The <i>home based business</i> does not include any type of motor vehicle service or repair (with the exception of repairs to auto-electrics or air-conditioning) on the <i>site</i> unless within the low impact industry or medium impact industry zones. AO 1.5 For a <i>home based business</i> (other than a bed and breakfast or farm stay conducted in a <i>dwelling house</i>):	Yes Yes Yes Yes		

	<p>(a) the total <i>gross floor area</i> used for the home based business does not exceed 30 per cent of the <i>gross floor area</i> of the <i>dwelling</i>, or 50m²; whichever is less; and</p> <p>(b) outdoor use areas including parking areas do not exceed 10 per cent of the area of the <i>site</i> on which the <i>dwelling</i> house is located or 50m², whichever is less; and</p> <p>(c) outdoor use areas are fenced with a 1.8 metre solid screen fence along the common boundary with a <i>site</i> containing a <i>sensitive land use</i>; and</p> <p>(d) no more than two clients or customers are present at any one time and no more than eight clients or customers attend the home based business in any one day; and</p> <p>(e) the <i>home based business</i> only employs persons who are residents of the <i>dwelling</i>.</p> <p>AO 1.6 For a <i>home based business</i> conducted within a <i>dual occupancy, dwelling unit or multiple dwelling</i>:</p> <p>(a) the home based business does not involve a bed and breakfast or farm stay; and</p> <p>(b) the total <i>gross floor area</i> used for the <i>home based business</i> does not exceed 30 per cent of the <i>gross floor area</i> of the <i>dwelling</i> or 20m², whichever is less; and</p> <p>(c) the <i>home based business</i> does not involve an outdoor component or use area; and</p> <p>(d) no more than two clients or customers are present at any one time and no more than six clients or customers attend the <i>home based business</i> in any one day; and</p> <p>(e) the <i>home based business</i> only employs persons who are residents of the <i>dwelling</i>.</p> <p>AO 1.7 For a <i>home based business</i> operating as a bed and breakfast or farm stay:</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>N/A</p>		
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	<p>(a) at least one bedroom within the <i>dwelling house</i> is excluded from use by guests; and</p> <p>(b) the use complies with Table 9.3.3.2: Maximum number of bedrooms, guests and non-resident employees for bed and breakfast or farm stay.</p> <p>AO 1.8 Unless otherwise specified in the applicable zone code, for a <i>home based business</i> other than a bed and breakfast, farm stay or home based child care the hours of operation are limited to:</p> <p>(a) Monday to Saturday – 8.00am to 6.00pm; and</p> <p>(b) no operation on Sundays and Public Holidays.</p> <p>AO 1.9 Development does not result in any emissions, including noise, dust, odour or other emissions:</p> <p>(a) beyond the boundaries of the <i>site</i> for a <i>dwelling house</i>; or</p> <p>(b) beyond the <i>dwelling</i>, for a <i>multiple dwelling</i>, <i>dwelling unit</i> or <i>dual occupancy</i>.</p> <p>AO 1.10 Quantities of chemicals or gases or other hazardous materials used in association with the <i>home based business</i> do not exceed the quantities normally associated with a <i>dwelling</i>.</p> <p>AO 1.11 Where goods are offered for sale from the premises, there is no public or external display of such goods.</p> <p>AO 1.12 The <i>home based business</i> does not include <i>industry activities</i>.</p>	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>		
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Built Form and Character				
<p>PO 2 The <i>dwelling</i> in which the <i>home based business</i> activity is established and any associated structure must maintain the residential character of the site.</p>	<p>AO 2.1 Except for the placement of any <i>advertising device</i> permitted by this Planning Scheme, the external residential appearance and character of the <i>dwelling</i> is not modified to accommodate the <i>home based business</i>.</p> <p>AO 2.2 Any building constructed to accommodate a <i>home based business</i> that is visible from the street has an architectural style and colours that are the same as the primary <i>dwelling</i>.</p> <p>AO 2.3 <i>Advertising devices</i> erected on the <i>site</i> in connection with a <i>home based business</i>:</p> <p>(a) include only the business name and contact details of the home based business that is lawfully conducted on the <i>site</i>; and attached to a wall or fence and is not free standing; and</p> <p>(b) are not illuminated, neon, flashing or in motion; and</p> <p>(c) are not to exceed 0.5m² in the Rural zone, and 0.3m² in any other zone; and</p> <p>(d) are limited to one <i>advertising device</i> on each <i>road frontage</i> of the allotment, except for a <i>dual occupancy, dwelling unit or multiple dwelling</i> where only one <i>advertising device</i> for way-finding purposes is permitted on the <i>site</i>.</p> <p>Note—Applicants should seek agreement to any advertising device from the body corporate and the decision of the body corporate in relation to common property is final.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p>		
Traffic, Parking and Loading				
<p>PO 3 Traffic impacts generated by the <i>home based business</i> are no greater than that which might reasonably be expected in the residential location.</p>	<p>AO 3.1 A maximum of one motor vehicle required for the operation of the <i>home based business</i> with a carrying capacity not exceeding 2.5 tonnes is parked or garaged on the <i>site</i>.</p>	<p>N/A</p>		

	<p>AO 3.2 Commercial deliveries or collections are limited to:</p> <p>(a) a vehicle with a carrying capacity not exceeding 2.5 tonnes; and</p> <p>(b) no more than two deliveries or collections per day.</p> <p>AO 3.3 Loading or unloading activity is undertaken entirely within the <i>site</i> in which the <i>home based business</i> is located.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		
Storage and waste management				
<p>PO 4 Storage areas for equipment, goods, materials, and refuse containers are provided which are:</p> <p>(a) screened from the street and <i>adjoining land</i>; and</p> <p>(b) adequately sized to accommodate the refuse generated on-site; and</p> <p>(c) conveniently accessible to collection and delivery vehicles; and</p> <p>(d) able to be kept clean and dust free at all times.</p>	<p>AO 4.1 The <i>home based business</i> does not generate refuse in excess of the quantities normally associated with a <i>dwelling</i>.</p> <p>Note—compliance with this acceptable outcome is achieved if refuse does not exceed that which can be accommodated within a standard Council supplied residential bin (wheelie bin).</p> <p>AO 4.2 Equipment, goods and materials associated with the <i>home based business</i> are stored inside the <i>dwelling</i> or another fully enclosed structure such as a shed or garage on the same <i>site</i> as the <i>dwelling</i>.</p>	<p>Yes</p> <p>Yes</p>		
<p>PO 5 The risks associated with the storage of chemicals and a hazardous substance is minimised.</p>	<p>AO 5.1 Storage of flammable and combustible liquids complies with the minor storage provisions of <i>Australian Standards AS1940:2017 – The storage and Handling of Flammable and Combustible Liquids</i>.</p>	<p>N/A</p>		
Additional requirements for specific home based businesses				
<p>PO 6 For a bed and breakfast or farm stay:</p> <p>(a) accommodation is provided for short-term stay only; and</p> <p>(b) guests are provided an acceptable level of privacy and comfort.</p>	<p>AO 6.1 Guests stay no more than four consecutive nights for a bed and breakfast, and 14 consecutive nights for a farm stay.</p> <p>AO 6.2 Guest bedrooms and outdoor private areas are configured in a manner that is separated from the host</p>	<p>N/A</p> <p>N/A</p>		

	<p>living rooms and spaces and does not allow casual visual intrusion from hosts, guests or the public.</p> <p>AO 6.3 A separate bathroom and toilet facility is provided within the <i>dwelling house</i> for the exclusive use of guests.</p>	N/A		
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Parking, Access and Loading Code

Vehicle Parking				
PO 4 Sufficient parking spaces are provided for the number and type of vehicles likely to be associated with the development.	AO 4.1 Development complies with the parking requirements in Table 9.4.6.3 and Table 9.4.6.3(b) Minimum on-site parking requirements dwelling house for the exclusive use of guests.	YES		

Use	Minimum-number-of-vehicle-parking-spaces	Minimum-number-of-bicycle-parking-spaces-(short-stay) i.e. Visitor/shopper	Minimum-number-of-bicycle-parking-spaces-(long-stay) i.e. Employee/resident	Service-vehicle-provision
Dwelling-house	2 spaces per dwelling-house (parking spaces may be provided in tandem)	No specific rate	No specific rate	No specific rate
Home-based-business	2 spaces (in addition to standard dwelling requirement, and may be provided in tandem) For a dwelling unit or dwelling within a multiple dwelling or mixed-use building, no additional car parking is provided.	No specific rate	No specific rate	Refer to Home-based-business code



ATTACHMENT 3

PLANNING ACT 2016
EXTRACT ON APPEAL RIGHTS

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
 - (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the *appellant*); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The *appeal period* is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or

- (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
- (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
- (f) for an appeal relating to the *Plumbing and Drainage Act 2018*—
 - (i) for an appeal against an enforcement notice given because of a belief mentioned in the *Plumbing and Drainage Act 2018*, section 143(2)(a)(i), (b) or (c)—5 business days after the day the notice is given; or
 - (ii) for an appeal against a decision of a local government or an inspector to give an action notice under the *Plumbing and Drainage Act 2018*—5 business days after the notice is given; or
 - (iii) for an appeal against a failure to make a decision about an application or other matter under the *Plumbing and Drainage Act 2018*—at anytime after the period within which the application or matter was required to be decided ends; or
 - (iv) otherwise—20 business days after the day the notice is given; or
- (g) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note—

See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.

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- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
 - (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar, must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, section 1, table 1, item 1—each principal submitter for the application whose submission has not been withdrawn; and
 - (d) for an appeal about a change application under schedule 1, section 1, table 1, item 2—each principal submitter for the application whose submission has not been withdrawn; and

- (e) each person who may elect to be a co-respondent for the appeal other than an eligible submitter for a development application or change application the subject of the appeal; and
 - (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The *service period* is—
- (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent to an appeal by filing a notice of election in the approved form—
- (a) if a copy of the notice of appeal is given to the person—within 10 business days after the copy is given to the person; or
 - (b) otherwise—within 15 business days after the notice of appeal is lodged with the registrar of the tribunal or the P&E Court.
- (7) Despite any other Act or rules of court to the contrary, a copy of a notice of appeal may be given to the chief executive by emailing the copy to the chief executive at the email address stated on the department’s website for this purpose.

231 Non-appealable decisions and matters

- (1) Subject to this chapter, section 316(2), schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.

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- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section—
- decision** includes—
- (a) conduct engaged in for the purpose of making a decision; and
 - (b) other conduct that relates to the making of a decision; and
 - (c) the making of a decision or the failure to make a decision; and
 - (d) a purported decision; and
 - (e) a deemed refusal.

non-appealable, for a decision or matter, means the decision or matter—

- (a) is final and conclusive; and
- (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, any tribunal or another entity; and
- (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, any tribunal or another entity on any ground.

232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with rules of the P&E Court.

Part 2 Development tribunal

Division 1 General

233 Appointment of referees

- (1) The Minister, or chief executive, (the *appointer*) may appoint a person to be a referee, by an appointment notice, if the appointer considers the person—
 - (a) has the qualifications or experience prescribed by regulation; and
 - (b) has demonstrated an ability—
 - (i) to negotiate and mediate outcomes between parties to a proceeding; and
 - (ii) to apply the principles of natural justice; and
 - (iii) to analyse complex technical issues; and
 - (iv) to communicate effectively, including, for example, to write informed succinct and well-organised decisions, reports, submissions or other documents.
- (2) The appointer may—
 - (a) appoint a referee for the term, of not more than 3 years, stated in the appointment notice; and
 - (b) reappoint a referee, by notice, for further terms of not more than 3 years.
- (3) If an appointer appoints a public service officer as a referee, the officer holds the appointment concurrently with any other appointment that the officer holds in the public service.
- (4) A referee must not sit on a tribunal unless the referee has given a declaration, in the approved form and signed by the referee, to the chief executive.
- (5) The appointer may cancel a referee's appointment at any time by giving a notice, signed by the appointer, to the referee.

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- (6) A referee may resign the referee's appointment at any time by giving a notice, signed by the referee, to the appointer.
- (7) In this section—
- appointment notice*** means—
- (a) if the Minister gives the notice—a gazette notice; or
 - (b) if the chief executive gives the notice—a notice given to the person appointed as a referee.

234 Referee with conflict of interest

- (1) This section applies if the chief executive informs a referee that the chief executive proposes to appoint the referee as a tribunal member, and either or both of the following apply—
- (a) the tribunal is to hear a matter about premises—
 - (i) the referee owns; or
 - (ii) for which the referee was, is, or is to be, an architect, builder, drainer, engineer, planner, plumber, plumbing inspector, certifier, site evaluator or soil assessor; or
 - (iii) for which the referee has been, is, or will be, engaged by any party in the referee's capacity as an accountant, lawyer or other professional; or
 - (iv) situated or to be situated in the area of a local government of which the referee is an officer, employee or councillor;
 - (b) the referee has a direct or indirect personal interest in a matter to be considered by the tribunal, and the interest could conflict with the proper performance of the referee's functions for the tribunal's consideration of the matter.
- (2) However, this section does not apply to a referee only because the referee previously acted in relation to the preparation of a relevant local planning instrument.

- (3) The referee must notify the chief executive that this section applies to the referee, and on doing so, the chief executive must not appoint the referee to the tribunal.
- (4) If a tribunal member is, or becomes, aware the member should not have been appointed to the tribunal, the member must not act, or continue to act, as a member of the tribunal.

235 Establishing development tribunal

- (1) The chief executive may at any time establish a tribunal, consisting of up to 5 referees, for tribunal proceedings.
- (2) The chief executive may appoint a referee for tribunal proceedings if the chief executive considers the referee has the qualifications or experience for the proceedings.
- (3) The chief executive must appoint a referee as the chairperson for each tribunal.
- (4) A regulation may specify the qualifications or experience required for particular proceedings.
- (5) After a tribunal is established, the tribunal's membership must not be changed.

236 Remuneration

A tribunal member must be paid the remuneration the Governor in Council decides.

237 Tribunal proceedings

- (1) A tribunal must ensure all persons before the tribunal are afforded natural justice.
- (2) A tribunal must make its decisions in a timely way.
- (3) A tribunal may—
 - (a) conduct its business as the tribunal considers appropriate, subject to a regulation made for this section; and

- (b) sit at the times and places the tribunal decides; and
 - (c) hear an appeal and application for a declaration together; and
 - (d) hear 2 or more appeals or applications for a declaration together.
- (4) A regulation may provide for—
- (a) the way in which a tribunal is to operate, including the qualifications of the chairperson of the tribunal for particular proceedings; or
 - (b) the required fee for tribunal proceedings.

238 Registrar and other officers

- (1) The chief executive may, by gazette notice, appoint—
 - (a) a registrar; and
 - (b) other officers (including persons who are public service officers) as the chief executive considers appropriate to help a tribunal perform its functions.
- (2) A person may hold the appointment or assist concurrently with any other public service appointment that the person holds.

Division 2 Applications for declarations

239 Starting proceedings for declarations

- (1) A person may start proceedings for a declaration by a tribunal by filing an application, in the approved form, with the registrar.
- (2) The application must be accompanied by the required fee.

240 Application for declaration about making of development application

- (1) The following persons may start proceedings for a declaration about whether a development application is properly made—
 - (a) the applicant;
 - (b) the assessment manager.
- (2) However, a person may not seek a declaration under this section about whether a development application is accompanied by the written consent of the owner of the premises to the application.
- (3) The proceedings must be started by—
 - (a) the applicant within 20 business days after receiving notice from the assessment manager, under the development assessment rules, that the development application is not properly made; or
 - (b) the assessment manager within 10 business days after receiving the development application.
- (4) The registrar must, within 10 business days after the proceedings start, give notice of the proceedings to the respondent as a party to the proceedings.
- (5) In this section—

respondent means—

 - (a) if the applicant started the proceedings—the assessment manager; or
 - (b) if the assessment manager started the proceedings—the applicant.

241 Application for declaration about change to development approval

- (1) This section applies to a change application for a development approval if—
 - (a) the approval is for a material change of use of premises that involves the use of a classified building; and

- (b) the responsible entity for the change application is not the P&E Court.
- (2) The applicant, or responsible entity, for the change application may start proceedings for a declaration about whether the proposed change to the approval is a minor change.
- (3) The registrar must, within 10 business days after the proceedings start, give notice of the proceedings to the respondent as a party to the proceedings.
- (4) In this section—
respondent means—
 - (a) if the applicant started the proceedings—the responsible entity; or
 - (b) if the responsible entity started the proceedings—the applicant.

Division 3 Tribunal proceedings for appeals and declarations

242 Action when proceedings start

If a document starting tribunal proceedings is filed with the registrar within the period required under this Act, and is accompanied by the required fee, the chief executive must—

- (a) establish a tribunal for the proceedings; and
- (b) appoint 1 of the referees for the tribunal as the tribunal's chairperson, in the way required under a regulation; and
- (c) give notice of the establishment of the tribunal to each party to the proceedings.

243 Chief executive excusing noncompliance

- (1) This section applies if—

- (a) the registrar receives a document purporting to start tribunal proceedings, accompanied by the required fee; and
 - (b) the document does not comply with any requirement under this Act for validly starting the proceedings.
- (2) The chief executive must consider the document and decide whether or not it is reasonable in the circumstances to excuse the noncompliance (because it would not cause substantial injustice in the proceedings, for example).
- (3) If the chief executive decides not to excuse the noncompliance, the chief executive must give a notice stating that the document is of no effect, because of the noncompliance, to the person who filed the document.
- (4) The chief executive must give the notice within 10 business days after the document is given to the chief executive.
- (5) If the chief executive does excuse the noncompliance, the chief executive may act under section 242 as if the noncompliance had not happened.

244 Ending tribunal proceedings or establishing new tribunal

- (1) The chief executive may decide not to establish a tribunal when a document starting tribunal proceedings is filed, if the chief executive considers it is not reasonably practicable to establish a tribunal.

Examples of when it is not reasonably practicable to establish a tribunal—

 - there are no qualified referees or insufficient qualified referees because of a conflict of interest
 - the referees who are available will not be able to decide the proceedings in a timely way
- (2) If the chief executive considers a tribunal established for tribunal proceedings—
 - (a) does not have the expertise to hear or decide the proceedings; or

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- (b) is not able to make a decision for proceedings (because of a tribunal member's conflict of interest, for example); the chief executive may decide to suspend the proceedings and establish another tribunal, complying with section 242(c), to hear or re-hear the proceedings.
- (3) However, the chief executive may instead decide to end the proceedings if the chief executive considers it is not reasonably practicable to establish another tribunal to hear or re-hear the proceedings.
- (4) If the chief executive makes a decision under subsection (1) or (3), the chief executive must give a decision notice about the decision to the parties to the proceedings.
- (5) Any period for starting proceedings in the P&E Court, for the matter that is the subject of the tribunal proceedings, starts again when the chief executive gives the decision notice to the party who started the proceedings.
- (6) The decision notice must state the effect of subsection (5).

245 Refunding fees

The chief executive may, but need not, refund all or part of the fee paid to start proceedings if the chief executive decides under section 244—

- (a) not to establish a tribunal; or
- (b) to end the proceedings.

246 Further material for tribunal proceedings

- (1) The registrar may, at any time, ask a person to give the registrar any information that the registrar reasonably requires for the proceedings.

Examples of information that the registrar may require—

- material about the proceedings (plans, for example)
- information to help the chief executive decide whether to excuse noncompliance under section 243

- for a deemed refusal—a statement of the reasons why the entity responsible for deciding the application had not decided the application during the period for deciding the application.
- (2) The person must give the information to the registrar within 10 business days after the registrar asks for the information.

247 Representation of Minister if State interest involved

If, before tribunal proceedings are decided, the Minister decides the proceedings involve a State interest, the Minister may be represented in the proceedings.

248 Representation of parties at hearing

A party to tribunal proceedings may appear—

- (a) in person; or
- (b) by an agent who is not a lawyer.

249 Conduct of tribunal proceedings

- (1) Subject to section 237, the chairperson of a tribunal must decide how tribunal proceedings are to be conducted.
- (2) The tribunal may decide the proceedings on submissions.
- (3) If the proceedings are to be decided on submissions, the tribunal must give all parties a notice asking for the submissions to be made to the tribunal within a stated reasonable period.
- (4) Otherwise, the tribunal must give notice of the time and place of the hearing to all parties.
- (5) The tribunal may decide the proceedings without a party's submission (written or oral) if—
 - (a) for proceedings to be decided on submissions—the party's submission is not received within the time stated in the notice given under subsection (3); or

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- (b) for proceedings to be decided by hearing—the person, or the person’s agent, does not appear at the hearing.
- (6) When hearing proceedings, the tribunal—
- (a) need not proceed in a formal way; and
 - (b) is not bound by the rules of evidence; and
 - (c) may inform itself in the way it considers appropriate; and
 - (d) may seek the views of any person; and
 - (e) must ensure all persons appearing before the tribunal have a reasonable opportunity to be heard; and
 - (f) may prohibit or regulate questioning in the hearing.
- (7) If, because of the time available for the proceedings, a person does not have an opportunity to be heard, or fully heard, the person may make a submission to the tribunal.

250 Tribunal directions or orders

A tribunal may, at any time during tribunal proceedings, make any direction or order that the tribunal considers appropriate.

Examples of directions—

- a direction to an applicant about how to make their development application comply with this Act
- a direction to an assessment manager to assess a development application, even though the referral agency’s response to the assessment manager was to refuse the application

251 Matters tribunal may consider

- (1) This section applies to tribunal proceedings about—
- (a) a development application or change application; or
 - (b) an application or request (however called) under an applicable Act if—
 - (i) the application or request relates to a decision made under that Act, other than a decision made by

the Queensland Building and Construction Commission; and

- (ii) an information notice about the decision was given or was required to be given under that Act.
- (2) The tribunal must decide the proceedings based on the laws in effect when—
 - (a) the application or request was properly made; or
 - (b) if the application or request was not required to be properly made—the application or request was made.
 - (3) However, the tribunal may give the weight that the tribunal considers appropriate, in the circumstances, to any new laws.
 - (4) In this section—

applicable Act means—

 - (a) the Building Act; or
 - (b) the *Plumbing and Drainage Act 2018*.

252 Deciding no jurisdiction for tribunal proceedings

- (1) A tribunal may decide that the tribunal has no jurisdiction for tribunal proceedings, at any time before the proceedings are decided—
 - (a) on the tribunal’s initiative; or
 - (b) on the application of a party.
- (2) If the tribunal decides that the tribunal has no jurisdiction, the tribunal must give a decision notice about the decision to all parties to the proceedings.
- (3) Any period for starting proceedings in the P&E Court, for the matter that is the subject of the tribunal proceedings, starts again when the tribunal gives the decision notice to the party who started the proceedings.
- (4) The decision notice must state the effect of subsection (3).
- (5) If the tribunal decides to end the proceedings, the fee paid to start the proceedings is not refundable.

253 Conduct of appeals

- (1) This section applies to an appeal to a tribunal.
- (2) Generally, the appellant must establish the appeal should be upheld.
- (3) However, for an appeal by the recipient of an enforcement notice, the enforcement authority that gave the notice must establish the appeal should be dismissed.
- (4) The tribunal must hear and decide the appeal by way of a reconsideration of the evidence that was before the person who made the decision appealed against.
- (5) However, the tribunal may, but need not, consider—
 - (a) other evidence presented by a party to the appeal with leave of the tribunal; or
 - (b) any information provided under section 246.
- (6) In this section—

enforcement notice includes an enforcement notice under the *Plumbing and Drainage Act 2018*.

254 Deciding appeals to tribunal

- (1) This section applies to an appeal to a tribunal against a decision.
- (2) The tribunal must decide the appeal by—
 - (a) confirming the decision; or
 - (b) changing the decision; or
 - (c) replacing the decision with another decision; or
 - (d) setting the decision aside, and ordering the person who made the decision to remake the decision by a stated time; or
 - (e) for a deemed refusal of an application—
 - (i) ordering the entity responsible for deciding the application to decide the application by a stated

- time and, if the entity does not comply with the order, deciding the application; or
- (ii) deciding the application; or
- (f) for a failure to make a decision about an application or other matter under the *Plumbing and Drainage Act 2018*—
- (i) ordering the entity responsible for deciding the application or matter to decide the application or matter by a stated time and, if the entity does not comply with the order, deciding the application or matter; or
 - (ii) deciding the application or matter.
- (3) However, the tribunal must not make a change, other than a minor change, to a development application.
- (4) The tribunal's decision takes the place of the decision appealed against.
- (5) The tribunal's decision starts to have effect—
- (a) if a party does not appeal the decision—at the end of the appeal period for the decision; or
 - (b) if a party appeals against the decision to the P&E Court—subject to the decision of the court, when the appeal ends.

255 Notice of tribunal's decision

A tribunal must give a decision notice about the tribunal's decision for tribunal proceedings, other than for any directions or interim orders given by the tribunal, to all parties to proceedings.

256 No costs orders

A tribunal must not make any order as to costs.

257 Recipient's notice of compliance with direction or order

If a tribunal directs or orders a party to do something, the party must notify the registrar when the thing is done.

258 Tribunal may extend period to take action

- (1) This section applies if, under this chapter, an action for tribunal proceedings must be taken within a stated period or before a stated time, even if the period has ended or the time has passed.
- (2) The tribunal may allow a longer period or a different time to take the action if the tribunal considers there are sufficient grounds for the extension.

259 Publication of tribunal decisions

The registrar must publish tribunal decisions under the arrangements, and in the way, that the chief executive decides.

Chapter 7 Miscellaneous

Part 1 Existing uses and rights protected

260 Existing lawful uses, works and approvals

- (1) If, immediately before a planning instrument change, a use of premises was a lawful use of premises, the change does not—
 - (a) stop the use from continuing; or
 - (b) further regulate the use; or
 - (c) require the use to be changed.