

How to make a submission

The easiest way to make a submission is to use the BCC online system following these steps:

Online submission option

1. Go to www.brisbane.qld.gov.au
2. Select the 'Planning & Building' tab (top of page)
3. Click on 'PD online - property development and application search tool'
4. Click on 'PD online - property development and application search tool' (this is not a duplicate of step 3, it is a necessary next step)
5. Click on 'Lodge a submission'
6. You should now be on a page titled 'Application Search' - enter the Application Number: **A004034226** and click on the blue 'search' button at bottom of page
7. You should now be on a page titled 'Applications Found' - click on the blue 'view' button
8. You should now be on a page titled 'Application Details' - click on the blue 'Lodge Submission' button
9. You should now be on a page titled Development Application Submission where you can proceed to enter your details and use the attached pdf content to cut and paste into the online form as you wish - following through to the end where you lodge the submission.

Email Submission option

If you can't use the online system, the next best option is to

1. edit the attached pdf to include your own details, edit the content as you desire, then
2. save, print, sign,
3. scan and email to the Council address shown on the front of the form. (Dalodgement@brisbane.qld.gov.au)

Note that you must have your signature on the form or it will not be deemed a valid submission.