



Smart eDA

User guide for applicants

A guide to assist an applicant in preparing, lodging and tracking applications electronically under the Integrated Development Assessment System



Looking forward. Delivering now. The Department of Local Government and Planning leads a coordinated Queensland Government approach to planning, infrastructure and development across the state.

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Overview

Smart eDA for development assessment

Smart eDA is an online service that supports the preparation, lodgement and processing of development applications.

Smart eDA provides the workflow to guide applicants through the assessment process by bringing together multiple sources of information and the relevant assessing authorities for processing development applications.

It is a single access point for applicants across the state and is available for use 24 hours a day, seven days a week.

Smart eDA, through Growth Management Queensland, represents a strong and effective collaboration with councils to get the right services in the right place at the right time.

The development assessment process in Queensland is governed by the Integrated Development Assessment System (IDAS) under the Sustainable Planning Act 2009 (SPA).

For a further understanding of the IDAS process please refer to the Department of Local Government and Planning website www.dlgp.qld.gov.au/development-applications/development-application-process.html

Services provided by Smart eDA

Through Smart eDA applicants can:

- prepare IDAS application forms online (most forms are now displayed in a format where only the relevant questions will appear depending on the answers given)
- identify the state referral agencies
- pay fees electronically
- lodge development applications electronically
- refer development applications electronically (providing they have been lodged through Smart eDA)
- manage IDAS tasks
- communicate electronically with relevant stakeholders and authorities from lodgement through to decision.

Getting started

Before you start

Council participation

All councils are being encouraged to participate in Smart eDA. A full list of participating councils is regularly updated, and is available on the department's website www.dlgp.qld.gov.au/development-applications/smart-eda-councils.html.

Make sure you have the correct software tools

To use Smart eDA you will need:

- Internet Explorer Version 7 or later, or Firefox Version 3 or later (PC/Mac)
- Safari Version 4 or later, or Chrome Version 4 or later
- Adobe Reader Version 9 or later (this is required to enable functionality of e-Forms). Adobe Reader can be downloaded free from www.adobe.com.



Where to start

Smart eDA supports two types of users

1. Registered individual users
2. Registered organisation (provides options for multiple offices and users).

Registration for Smart eDA is free.

Smart eDA requires an email address in order to lodge, refer and track an application electronically, manage IDAS tasks and communicate electronically.

The registration process differs slightly depending on whether you are registering as an individual or an organisation. To register as either user type visit www.dlqp.qld.gov.au/smarteda.

Queensland Government Smart eDA - *electronic IDAS* Department of Infrastructure and Planning

The Draft Wide Bay Burnett State Planning Regulatory Provisions 2010 came into effect on 1st October 2010 and replaces the draft Wide Bay Burnett State Planning Regulatory Provisions 2009. Please refer to the [Draft Wide Bay Burnett State Planning Regulatory Provisions 2010](#) to determine referrals if any part of the premises falls within the Wide Bay Burnett designated region.

Home Create account

Registration is quick, simple and free...

How would you like to register:

Individual user

Organisation (allows for multiple users)

Continue

Features / benefits

Smart eDA features

- ✓ Single portal for management of development applications across multiple councils
- ✓ Management of development applications
- ✓ Email alerts
- ✓ Ability to customise your user experience
- ✓ New features being added regularly.

Part of an organisation?

[Register as an organisation](#) in order to access the following features:

- ✓ Personalised application list
- ✓ Filtering system to view/complete colleagues applications
- ✓ Assignment of applications

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1. Registering as an individual user

As an individual user, you can create an account under one name to prepare and manage your applications. All communications will come directly to your registered email address.

Once you have submitted your details an email will be sent to your registered email address asking for your confirmation.

If you do not receive this email, please check your spam folders. If you still haven't received the activation email then please contact the Smart eDA team on 07 3405 6167 for assistance.

2. Registering as an organisation

Registering as an organisation is beneficial when there is more than one person preparing applications within the same organisation. This allows users to keep track of various offices and staff across the organisation, which increases transparency and makes managing multiple applications a much simpler task.

Organisations are required to nominate an administrator to register and manage applications. The administrator can then register office locations/business units and staff within the organisation.

An example of an organisation setup

A general email inbox is required for receiving all correspondence from Smart eDA. This should be listed as the main email address on the registration form. From here you can set up several users under one office or several offices using individual email addresses.

All applications will be made under the name of the registered user and all returned correspondence will go to the general email inbox. The assigned user will be identified in the subject line of any returning email correspondence.

From the main email inbox you will be able to manually distribute emails or automate this by setting up email distribution rules within the inbox. The email distribution rules can be setup to automatically forward incoming emails to the assigned user as identified in the subject line of the email. The main inbox can then be monitored if someone in the office is away.



The administrator of the organisation can create new offices and users. To create a new office follow the steps below.

How to add an office

The screenshot shows the 'Manage Organisation' page. At the top, there is a navigation bar with 'Applications', 'New', 'Search', 'Claim', 'My account', 'Manage organisation' (highlighted with a red circle 1), 'Terry Tate (Brisbane)', and 'Logout'. Below the navigation bar, the page title is 'Manage Organisation'. On the left, there is a sidebar with 'Offices / Users' and a search box. The sidebar contains a tree view for 'ACME Consultants' with options: '+ Add Office' (highlighted with a red circle 2), 'Default Office', '+ Add User', 'Sarah Pallin', 'Brisbane', 'Sunshine Coast', 'bccadmin', and '(Unassigned)'. The main content area is titled 'New office' (highlighted with a red circle 3) and contains a form to 'Enter office details below'. The form fields are: ID:*, Name:*, Email:*, Phone, Fax, Street Address, Suburb, State, and Postcode. A blue information box below the Email field states: 'You will receive alerts to this address for applications assigned to a user within this office.' At the bottom of the form is a 'Save' button.

- 1) Select the 'manage organisation' tab—once your organisation has been registered your organisation details are added into the default office.
- 2) If you have various locations, you can add them as a separate office by selecting 'add office'.
- 3) Under 'new office', enter the office details. The ID, Name and Email fields are mandatory.



How to add users

Applications New Search Claim My account Manage organisation Terry Tate (Brisbane) Logout

Manage Organisation

Offices / Users Search

ACME Consultants
+ Add Office
Default Office
+ Add User
Sarah Palin
Brisbane
+ Add User
Terry Tate
Sunshine Coast
bccadmin
(Unassigned)

New user

Enter user details below

Email / Login: *

Organisation: * ACME

Office: *
Default Office
Brisbane
Sunshine Coast
bccadmin
No office

Title: *

First name: *

Last name: *

Work phone: *

Mobile phone: *

Administrator: Enable this to allow this user to manage the organisation

New password: * between 6 and 12 characters

Confirm password: *

Account has been activated

Save

- 1) Select 'manage organisation' tab—once your organisation has been registered your organisation details are shown on the left side of the page.
- 2) Click on 'add user'—users can be added to the default office or any other office you have registered for your organisation.
- 3) Enter 'new user' details—the email address entered will be the new user's login.

If you require any assistance setting up the best organisation structure for your circumstances please contact the Smart eDA team via email: sedafeedback@dlgp.qld.gov.au



Forgotten password

If at any stage you have forgotten your password to login, visit the Smart eDA home page (www.dlqp.qld.gov.au/smarteda), enter your email address and click on 'forgot password' next to the 'login' button.

The screenshot shows the Queensland Government website's Smart eDA login page. The header includes the Queensland Government logo and navigation links like 'Home | Site map | Contact us | Help'. A red navigation bar lists various government services. The main content area is titled 'Development assessment online - Smart eDA' and provides information about the service, including its benefits and system requirements. On the right side, there is a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot password?' link. The 'Forgot password?' link is circled in blue. Below the login form, there are sections for 'New users' (with a 'Register as a new user' link) and 'Related website' (listing 'Smart eDA').

Queensland Government

Home | Site map | Contact us | Help

Department of Infrastructure and Planning

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- Guide to the Sustainable Planning Act

Home » [Planning & Development](#) » [Development applications](#) » Development assessment online

Development assessment online - Smart eDA

[Smart electronic Development Assessment \(Smart eDA\)](#) is an online service that supports the preparation, lodgement and processing of development applications.

It is a single access point for applicants across the state and is available for use 24 hours seven days a week.

By using Smart eDA, applicants, local councils and referral agencies save time and money by:

- having up-to-date information on planning policies, provisions and regional plans
- reduces time and printing costs associated with the IDAS system by:
 - enabling electronic lodgement of applications to Queensland Government referral agencies
 - enabling electronic lodgement of application to local councils (participating councils only)
- track the progress of the application through the various IDAS stages
- allowing recorded electronic communication amongst the various parties
- making it possible to pay your application electronically.

To use Smart eDA you will need to use a computer with the following software:

- Internet Explorer version 7 or later, or Firefox version 3 or later (PC or Mac).
- Adobe Reader version 9.0 or higher is required to enable the eForms to function properly. Adobe Reader can be downloaded free from <http://www.adobe.com/>.

You can access Smart eDA through the website <http://www.smarteda.qld.gov.au/>.

Smart eDA benefits everyone who is part of Qplan — Queensland's new planning, development and building system.

Last Updated (Thursday, 01 July 2010)

Smart eDA login

Username:

Password:

[Forgot password?](#)

New users
[Register as a new user](#)

Related website

- Smart eDA



Preparing an application

The Smart eDA homepage, www.smarteda.qld.gov.au, is divided into seven sections.

The screenshot shows the Smart eDA homepage with the following sections and callouts:

- 1**: Home navigation bar with 'Home' and 'Create account' links.
- 2**: Main banner area with the text 'Smart eDA delivers IDAS online. The smarter way to lodge your development application. Preparation through to decision.' and a map of Queensland.
- 3**: 'Who can I lodge to?' section with sub-sections: 'Available now' (listing councils like Bundaberg, Burdekin, etc.), 'Coming soon' (listing councils like Banana, Burke, etc.), 'Referrals' (listing agencies like DERM, DTMR, etc.), and 'Not available?' (with a note to print and deliver).
- 4**: Top right navigation links: 'Contact us', 'Feedback', 'Help', and 'Text Size: A+ A-'.
- 5**: 'Login' section with fields for 'Username:' and 'Password:', a 'Remember username' checkbox, and a 'Login' button.
- 6**: 'Quick links' section with links for 'Download IDAS forms', 'Smart eDA user guide', and 'Email training enquiry'.
- 7**: 'What is Smart eDA?' section with a flowchart showing the process: Prepare -> Lodge -> Info & Refer -> Notify -> Decide, all under the 'Smart eDA' and 'IDAS' labels.

- 1) This area displays alert messages to notify users about maintenance and important changes to the system.
- 2) Create account—from here you can create a new account.
- 3) Who can I lodge to?
 - available now—includes a list of councils that are accepting electronic lodgements via Smart eDA
 - coming soon—councils who have signed up to participate in Smart eDA but are not yet accepting electronic lodgements
 - referrals—details of referral agencies that can be electronically referred to (providing the application has been lodged through Smart eDA)
 - not available—what to do if the council you wish to lodge an application with is not yet accepting electronic lodgement.



- 4) Contact us and feedback—we ask that you take the time to submit any difficulties or any recommendations for improving the service. We will endeavour to resolve errors as soon as possible and assess recommendations for improvements so that they can be included in future releases of the service. You may make these recommendations by selecting the feedback link.
- 5) Login—Smart eDA only supports registered users (individual/organisational). Registration is necessary as Smart eDA requires an email address to send tasks and communications to.
- 6) Quick links—Smart eDA training enquiries, PDF user guides to assist first time users and the latest information sheets about Smart eDA.
- 7) Download IDAS forms—electronic versions of the IDAS interactive forms can be found here, although applicants are encouraged to register with Smart eDA to take advantage of all the benefits the service has to offer.

Applications page

The applications page is the first page you will encounter after logging in to Smart eDA. A summary of all your applications will be listed, with recently updated applications displayed at the top of the list.

This is a test environment. To prepare real applications, please use <http://www.smarteda.qld.gov.au>

Applications New Search Claim My account Dean Nottingham (Default Office) Logout

Active Deleted Retired Office: Default Office User: Dean Nottingham Apps 200

Type	Reference #	Location	Stage	Involved party	Assigned to	Lodged	Updated
DA	1278910452252	00000SP207120	Lodgement	Logan City	Dean Nottingham (Default Office)		12/07/2010
DA	1278564642968	1 JEAN ST, WOODRIDGE 4114	Lodgement	Logan City	Dean Nottingham (Default Office)	08/07/2010	12/07/2010
DA	1278909994074	N/A	Preparation		Dean Nottingham (Default Office)		12/07/2010
CA	1278658317234	N/A	Preparation		Dean Nottingham (Default Office)		09/07/2010
CA	1278637355014	1 GRANT ST, CLEVELAND 4163	Preparation		Dean Nottingham (Default Office)		09/07/2010

- 1) Task—numbered red square alerts users to the number of tasks to be completed.
- 2) Type—whether the application is for development assessment or compliance assessment.



- 3) Reference #—Smart eDA reference number or your own reference number (if you have chosen to add in your own unique identifier when you created the application).
- 4) Location—location and description details.
- 5) Stage—the current stage the application is at within the IDAS process.
- 6) Involved party—details of the assessment manager for the application.
- 7) Assigned to—name of user and office. This allows organisations to view who is managing which applications within their organisation (for individual users, only their name will appear).
- 8) Lodged—date the application was lodged with the assessment manager.
- 9) Updated—date of last application update.

Smart eDA wizard

Before you get started

Smart eDA is designed to work through a wizard process to assist you with the preparation of your application. You will be guided by the 'next' or 'continue' buttons at the bottom of each page to take you to the next step in the process. All of the relevant steps or pages in the process are listed on the left side of the screen in the components section. At any stage you can go back to any page by clicking on the relevant link in the components section.

Smart eDA has incorporated the Integrated Development Assessment System (IDAS) Checklists and Forms into the wizard preparation process.

You are not required to complete the IDAS checklist as part of your development application. However, completing the checklist will provide you with recommendations on the following:

- which IDAS forms you need to complete as part of your application
- the role of referral agencies required to assess your application
- whether or not a development application is required for the proposed development.



Application type

To start a new application, click on 'new' from the second tab menu and choose the type of development you want to create an application for (assessable development or compliance assessment).

Information on the categories of development is available by selecting the 'categories of development' from the drop down list.

Queensland Government Smart eDA - electronic IDAS Department of Infrastructure and Planning

This is a test environment. To prepare real applications, please use <http://www.smarteda.qld.gov.au>

Applications **New** Search Claim My account Manage organisation Terry Tate (Brisbane) Logout

Active [] User: All [] Apps 272

Type	Stage	Involved party	Assigned to	Lodged	Updated
DA	Preparation		Terry Tate (Brisbane)		10/11/2010
DA	Preparation		Terry Tate (Brisbane)		10/11/2010
DA	Preparation		Terry Tate (Brisbane)		10/11/2010
1 DA	Lodgement	Redland City	Terry Tate (Brisbane)		09/11/2010
DA	Preparation		Terry Tate (Brisbane)		08/11/2010
DA	Preparation	FRED CHAPLIN CCT, BELLS CREEK 4551	Terry Tate (Brisbane)		08/11/2010
DA	Preparation		Terry Tate (Brisbane)		08/11/2010
DA	Preparation		Terry Tate (Brisbane)		08/11/2010
DA	Preparation		Terry Tate (Brisbane)		08/11/2010
DA	Preparation		Terry Tate (Brisbane)		05/11/2010
DA	Preparation		Terry Tate (Brisbane)		04/11/2010
DA	Preparation		Terry Tate (Brisbane)		04/11/2010
DA	Preparation		Terry Tate (Brisbane)		04/11/2010
2 DA	Assessment	Redland City	Terry Tate (Brisbane)	18/10/2010	04/11/2010
DA	Lodgement	Redland City	Terry Tate (Brisbane)	02/11/2010	02/11/2010
DA	Preparation		Terry Tate (Brisbane)		02/11/2010
1 DA	Preparation	SUNSHINE COAST REGIONAL	Terry Tate (Brisbane)		02/11/2010
DA	Preparation		Terry Tate (Brisbane)		02/11/2010



Add location

The first step in preparing a new development application is to add a location. There are four ways to select and identify a lot.

1. Enter data—a location can be identified and added using the lot number, street address or Global Positioning System (GPS) coordinate.
2. Gov Net Map or Google Maps—the lot can be identified by using either Gov Net Maps or Google Maps. You can search by postcode or use 'zoom' tools and the 'identify property' tool to click on the desired lot and select 'search'.

The screenshot shows the Smart eDA web application interface. The browser title is "Smart eDA - electronic IDAS, Department of Local Government and Planning, Queensland Government - Mozilla Firefox". The address bar shows "https://iter.smarteda.qld.gov.au/applicationWizard/auth/mapEntry.action". The page has a navigation bar with "Applications", "New", "Search", "My account", "Manage organisation", and a user profile "Terry Tate (Brisbane) Logout".

The main content area is divided into two sections: "Assessable development" on the left and "Location" on the right.

Assessable development:

- Reference #: 1303097874422 (Supply)
- Components:
 - Summary
 - Location selection: 0
 - State assessments
 - Application details
 - IDAS assessment checklist
 - Assessment selection: AM: 0, RA: 0, Forms: 1
 - Other information: 0
- Tools:
 - Assign application
 - Delete application
 - Retire application
- Created: 18/04/2011
- Lodged: -
- Properly made: -
- Stage: Preparation
- Assigned to: Terry Tate (Brisbane)

Location:

- Buttons: Lot on Plan (1), Street Address, GPS, Gov Net Map (2), Google Maps
- Form: Lot #: [input] Egr: 30RP1405, Search
- Example: 30RP1405
- Map: Shows Queensland with districts: Northern Districts (Northampton), Western Districts, Central Districts (Rockhampton, Emerald, Gladstone), Southeast District (Roma, Brisbane, Gold Coast, Goonowindi, Hervey Bay, Bundaberg, Macray, Hughenden, Townsville, Cooktown, Weira, Thursday Island, Mount Isa, Boulia, Longreach, Windorah, Cunnamulla).
- Zoom by Postcode: [input] Go
- © The State of Queensland.

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3. Add location—once the location is identified you will need to select the 'add location' button. Multiple lots can be selected for one application by clicking 'add location' again and going through the same process. Select 'continue' to move on to the next step.
4. At times you may not be able to identify a lot by these three searches and the search may be returned with an unconfirmed location warning. It is possible to continue with an unconfirmed location by manually selecting the relevant council from the drop down options. As the location can not be confirmed, the next step in the wizard for a state assessment search is unable to be completed. The importance of a state assessment search is outlined in the next section of this manual. To continue with the application select 'Continue to Applications details'.

The screenshot displays the Smart eDA web application interface. At the top, there is a navigation bar with tabs for 'Applications', 'New', 'Search', 'Claim', and 'My account', and a user profile for 'Dean Nottingham (Default Office)'. The main content area is divided into two sections: 'Assessable development' on the left and 'Location' on the right. The 'Assessable development' section shows a reference number '1280363567368' and a 'Supply' status. Below this, there are sections for 'Components' and 'Tools'. The 'Location' section has a 'Location' tab and a 'Search successful' message. A red circle with the number '3' highlights the 'Add Location' button. Below this, there are input fields for 'Lot Number' (3RP133622), 'Street address' (Number: 223, Street name: QUEEN, Street type: Street, Suffix:), 'Suburb' (CLEVELAND), and 'Postcode' (4163). There is also a 'Total area' field (771 m²) and a 'Development location' section with two checkboxes. A red circle with the number '4' highlights the 'Add Location' button in the search section. The search section has tabs for 'Lot on Plan', 'Street Address', and 'GPS', and a search input field with the text 'Lot #: * 3RP133622' and a 'Search' button. To the right of the search section is a map showing a street layout with 'QUEEN ST' labels.



State Assessment Search

A state assessment search captures most land based triggers applicable to the site. This search checks geographic information system layers provided to Smart eDA by referral agencies and the results provided can be used to determine potential state interests for the site.

You will need to indicate that you agree to the terms and conditions associated with the search before the actual search will commence. Once you have done this the search will produce a list of state entities and any state interests that may be applicable. All state agency triggers are hyperlinked to their respective agency's website to provide further information.

A PDF file of the state assessment search will be generated which can be downloaded from this location in addition to being automatically attached as part of your application.

You can choose to view all possible matches that are triggered by the search or you can select to show potential matches only.



What do the results mean?

World Heritage Areas	No interest	1
Contaminated Land		
Contaminated Land	Not available. Search DERM Register	
Heritage		
Adjoining or within a Queensland Heritage Place	No interest	
Koala Conservation		
Koala Conservation and Sustainability Areas	Yes	2
Native Vegetation		
Assessable Vegetation	Not available. Contact agency	3
Water		
Declared Catchment Area	No interest	
Great Artesian Basin Water Resource Plan Area	No interest	
Management Area of the Great Artesian Basin Water Resource Plan	No interest	
Sub Artesian Water Management Areas	No interest	
Water Resources Plan Boundary	Yes, Logan Basin	
Wetlands		
Map of referable wetlands	Yes	
Wild Rivers		
Declared Wild River High Preservation Area	Service down. Check later	4
Declared Wild River Nominated Waterways	No interest	
Declared Wild Rivers Area	No interest	
Declared Wild Rivers Designated Urban Area	No interest	
Declared Wild Rivers Flood Plain Management Area	No interest	
Declared Wild Rivers Sub Artesian Management Area	No interest	5

Department of Infrastructure and Planning

1. The location found is not located within an area identified as relevant to state-triggered IDAS assessment matter.
2. The location found is within an area identified as relevant to a state-triggered IDAS assessment matter. Depending on the specific nature of the proposed development, or the specific location of the proposed development on the property, state-triggered assessment may be required for an application involving this property.
3. The relevant state entity has not provided data for this matter. You will need to contact the entity directly to determine whether there is an interest relating to this matter.
4. No results have been received for the location identified for the proposed development. This could be due to a technical fault occurring when retrieving the matter from the external service provider. The state assessment search may be re-run at a later time to retrieve an updated value.
5. State agency triggers are hyperlinked to their respective agency's website to provide further information.



Application details

The application details page on Smart eDA is an electronic representation of the paper-based IDAS Form 1—Application details. Once you have completed this section Smart eDA will automatically populate and save these details to the application. The populated form can be viewed under the 'IDAS forms' tab on the summary screen.

The screenshot displays the 'Application Details' page in the Smart eDA system. The top navigation bar includes 'Applications', 'New', 'Search', 'Claim', 'My account', and user information 'Dean Nottingham (Default Office)' with a 'Logout' button. The left sidebar shows a navigation menu under 'Assessable development' with 'Application details' highlighted. The main content area is titled 'Application Details' and features a 'Create a new private note for this page' button and a 'Show completed' checkbox. Below this is the 'Applicant' section, which contains a text box for details and a form with fields for 'Name/s (individual or company name in full):', 'For companies, contact name (if applicable):', and 'Postal address:'. The 'Name/s' field is populated with 'Dean Nottingham', and the 'Contact name' field is populated with 'ACME Planners'.

IDAS assessment checklist

The IDAS assessment checklist on Smart eDA is an electronic representation of the paper based checklist. The electronic checklist is presented in a format where the questions you are asked will depend on the information you provide. It is important to note that as you progress through the checklists some questions may not appear based on your answers to previous questions.

A PDF file of the assessment checklist will be created at the end of the process, which can be viewed under the 'IDAS Forms' link in the components menu, or the 'IDAS Forms' tab on the summary page. It is recommended you re-start the assessment checklist process from the beginning should you change any of your answers. This ensures the system identifies all possible state referral triggers.



There is also an option to save your responses to the IDAS forms and complete them at a later stage (1).

Assessable development

Reference #:
1292482155840 Supply

[Add description](#)

Components

Summary	
> Location selection	1
> State assessments	✓
> Application details	✓
> IDAS assessment checklist	
> Assessment manager	✓
> Referral agencies	0
> IDAS forms	5
> Council requirements	⚠
> Other information	2

Assessment Checklist

Checklist 1 - Aspects of development
Checklist 1 - General questions
Checklist 2
Checklist 2 - General questions (2)
Checklist 2 - Marine Plant
Checklist 3 - General questions
Checklist 3 - State controlled roads
Checklist 3 - Koala Conservation (2)
Checklist 3 - Marine Plant

Assessment Checklist

Create a new private note for this page Show completed

Checklist 3 - Marine Plant

Your previous answer to Q3.20 indicates that the proposed use **cannot** be performed without the removal, destruction or damage of a marine plant. Now answer the following...

Is the proposed removal, destruction or damage of a marine plant reasonably necessary for:

the removal, destruction or damage of dead marine wood on unallocated State land, other than in a wild river area, for trade or commerce	<input type="radio"/> Yes <input checked="" type="radio"/> No *
the maintenance of existing structures, including, for example, the following structures, if they were constructed in compliance with all the requirements, under any Act, relating to a structure of that type: <ul style="list-style-type: none">boat ramps, boardwalks, drains, fences, jetties, roads, safety signs, swimming enclosures and weirs;existing drainage structures;existing powerlines or associated powerline infrastructure	<input type="radio"/> Yes <input checked="" type="radio"/> No *
educational or research purposes or for monitoring the impact of development on marine plants	<input type="radio"/> Yes <input checked="" type="radio"/> No *
the construction or placement of structures, including for example, safety signs, swimming enclosures and aids to navigation, fences, pontoons, public boat ramps and pipelines if: <ul style="list-style-type: none">the extent of the removal, destruction or damage is minor; andthe structures were constructed in compliance with all the requirements under any Act, relating to a structure of that type	<input type="radio"/> Yes <input checked="" type="radio"/> No *
the construction of runnels for mosquito control, removal of <i>Lyngbya</i> , seed collection for site rehabilitation or the collection of marine plants for fishing bait, or handicraft	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Does a development permit exist for that proposed operational work?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Has an approval for the proposed operational work been sought in a separate application?	<input type="radio"/> Yes <input checked="" type="radio"/> No *

Restart « Previous **1** Save and resume later Next »

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Queensland Government



Assessment manager selection

After completing the assessment checklist, Smart eDA will automatically generate recommendations regarding appropriate assessing authorities based on your responses to the questions.

Assessable development

Reference #: **1297379797800** Supply

[Add description](#)

Components

- Summary
- > Location selection 1
- > State assessments ✓
- > Application details ✓
- > IDAS assessment checklist ✓
- > Assessment selection AM: 0
RA: 2
Forms: 4
- > Other information 1

Tools

- Assign application
- Delete application
- Retire application

Created: 11/02/2011

Lodged: -

Property made: -

Stage: Preparation

Application type:
- Reconfiguring a Lot

Assigned to:
- Thomas Bridgebuilder (TESTCITY)

Assessment selection

1 The following 3 recommendations have not been selected:

- Reconfiguring a lot**
 - Redland City - Old as Assessment Manager
- IDAS Form 4: For removal, destruction or damage of marine plants**
- IDAS Form 7: Reconfiguring a lot**

2 Alerts/Prohibitions based on your responses to the Assessment Checklist:

- It is recommended that you provide evidence of how you have satisfied the conditions of any referral agency responses**
 - This was triggered from your answer to Checklist 6: Referral agency responses

The following authorities and forms are included in your application:

Assessment Mgr [+ Select assessment manager](#) **3**

Referral agencies

Authority	Concurrence	For removal, destruction or damage of marine plants	Recommended:
Environmental Protection Agency	Concurrence	For removal, destruction or damage of marine plants	Concurrence Agency ✗
Department of Main Roads	Concurrence	Reconfiguring a lot on premises within 100m of a State-controlled road, or in part of a future State-controlled road	Concurrence Agency ✗

[+ Add referral agency and/or matter](#) (If required)

Forms

IDAS Form	Description	Last updated	Action	Status
IDAS Form 1	Application Details	11/02/2011	Edit View	Required ✗
IDAS Checklist 1	Development assessment checklist	11/02/2011	Edit View	User selected ✗
IDAS Checklist 3	Reconfiguring a lot	11/02/2011	Edit View	User selected ✗
IDAS Checklist 6	Referral agency responses	11/02/2011	Edit View	User selected ✗

[+ Add form\(s\)](#)

1. Recommendations—regarding assessing organisations, assessing matters, relating roles and IDAS forms. Recommendations will only be generated after completing the assessment checklist.
2. Alerts/Prohibitions—any prohibitions or alerts based on your responses to the assessment checklist.
3. Select assessment manager—assessment manager and assessment matters recommended by the system will have a green recommended box located on the right . If you disagree, you can select a different assessment manager from what is recommended. It is the applicant's responsibility to ensure the correct assessment manager is selected.

Note: the following screen will appear after you have selected the assessment manager.



Assessable development **Assessment selection**

Reference #: 129737979

>Add description

Components

- Summary
- > Location selection
- > State assessment
- > Application details
- > IDAS assessment
- > Assessment selection
- > Other information

Tools

- Assign application
- Delete application
- Retire application

Created:

Lodged:

Properly made:

Stage:

Application type:
- Reconfiguring a lot

Assigned to:
- Thomas Bridger

Assessing authority selection Close

Select the matters to be assessed by **Redland City - Old**:

- Building work assessable under the planning scheme
- Development on local heritage place
- Environmentally relevant activities
- For a brothel
- For operational work assessable under the planning scheme
- For prescribed tidal work
- Material change of use assessable under the planning scheme
- Material change of use assessed against a superseded planning scheme
- Operational works associated with reconfiguration
- Reconfiguring a lot Recommended

Save matters

[+ Add form\(s\)](#)

4. Select assessment matter(s)—select relevant matters.



Referral agency selection

After completing the assessment checklist, Smart eDA will automatically generate recommendations regarding appropriate assessing authorities based on your responses to the questions.

Assessable development

Reference #: **12973797800** Supply

[Add description](#)

Components

- Summary
- Location selection 1
- State assessments ✓
- Application details ✓
- IDAS assessment checklist ✓
- Assessment selection AM: 0
RA: 2
Forms: 4
- Other information 1

Tools

- Assign application
- Delete application
- Retire application

Created: 11/02/2011

Lodged: -

Properly made: -

Stage: Preparation

Application type:
- Reconfiguring a Lot

Assigned to:
- Thomas Bridgebuilder (TESTCITY)

Assessment selection

1 ⚠ The following 2 recommendations have not been selected:

- IDAS Form 4: For removal, destruction or damage of marine plants
- IDAS Form 7: Reconfiguring a lot

⚠ Alerts/Prohibitions based on your responses to the Assessment Checklist:

It is recommended that you provide evidence of how you have satisfied the conditions of any referral agency responses

- This was triggered from your answer to Checklist 6: Referral agency responses

The following authorities and forms are included in your application:

Assessment Mgr	Authority	Form	Status
Redland City - Old	Reconfiguring a lot		Recommended ✗
Change assessment manager and/or matter			
Referral agencies	Agency	Form	Status
	Environmental Protection Agency	Concurrence For removal, destruction or damage of marine plants	Recommended: Concurrence Agency ✗
	Department of Main Roads	Concurrence Reconfiguring a lot on premises within 100m of a State-controlled road, or in part of a future State-controlled road	Recommended: Concurrence Agency ✗

2 + [Add referral agency and/or matter](#) (If required)

Forms	Form Name	Last updated	Status
	IDAS Form 1 Application Details	11/02/2011	Required ✗
	IDAS Checklist 1 Development assessment checklist	11/02/2011	User selected ✗
	IDAS Checklist 3 Reconfiguring a lot	11/02/2011	User selected ✗
	IDAS Checklist 6 Referral agency responses	11/02/2011	User selected ✗

+ [Add form\(s\)](#)

1. Recommendations—regarding referral agencies, assessing matters and relating roles. Recommendations will only be generated after completing the assessment checklist.
2. Select add referral agency/s—referral agencies and referral matters recommended by the system can be selected one at a time for each referral agency. Select 'add referral agency and matter'.



Referral Agency Matter Selection 3 Close

<input type="radio"/>	Department of Community Safety
<input type="radio"/>	Department of Employment, Economic Development and Innovation
<input type="radio"/>	Department of Environment and Resource Management
<input type="radio"/>	Department of Infrastructure and Planning
<input type="radio"/>	Department of Justice and Attorney-General
<input checked="" type="radio"/>	Department of Transport and Main Roads
<input type="radio"/>	Energex
<input type="radio"/>	Ergon
<input type="radio"/>	Port Authority (Far North Queensland Ports Corporation Limited)
<input type="radio"/>	Port Authority (Gladstone Ports Corporation Limited)
<input type="radio"/>	Port Authority (North Queensland Bulk Ports Corporation Limited)
<input type="radio"/>	Port Authority (Port of Brisbane Corporation)
<input type="radio"/>	Port Authority (Port of Townsville Limited)
<input type="radio"/>	Powerlink
<input type="radio"/>	Queensland Bulk Water Supply Authority (trading as Seqwater)
<input type="radio"/>	Santos EQ Pipelines
<input type="radio"/>	To be determined by applicant

3. Select the agency.

Referral Agency Matter Selection 4 Close

Department of Transport and Main Roads [Change](#)

<input type="text" value="Not applicable"/>	Filling or excavation (not within 100m of a State-controlled road or future State-controlled road) exceeding a specified threshold
<input type="text" value="Not applicable"/>	Filling or excavation on premises within 100m of a State-controlled road or future State-controlled road
<input type="text" value="Not applicable"/>	Material change of use in relation to public passenger transport
<input type="text" value="Not applicable"/>	Material change of use in relation to rail safety and efficiency
<input type="text" value="Not applicable"/>	Material change of use on airport land under the Airport Assets (Restructuring and Disposal) Act 2008
<input type="text" value="Concurrence"/>	Material change of use on premises located within a future State-controlled road or within 100m of a State-controlled road
<input type="text" value="Concurrence"/>	Material change of use on premises not located within a future State-controlled road or within 100m of a State-controlled road (proposed use is listed in schedule 11 of the Sustainable Planning Regulation 2009 and exceeds the specified threshold)
<input type="text" value="Not applicable"/>	Material change of use on strategic port land

4. Select referral matters—select assessment matters and relating roles within IDAS (advice or concurrence). Matters recommended by the system will be bolded as a guide.

Repeat steps for each additional agency.



IDAS Forms selection

IDAS Form 1—Application details and IDAS assessment checklists are completed and populated during the initial stages of the wizard process. Smart eDA provides additional IDAS Forms required for the application.

Reference #: **1297379797800** Supply

>Add description

Components

Summary

- > Location selection **1**
- > State assessments **✓**
- > Application details **✓**
- > IDAS assessment checklist **✓**
- > Assessment selection AM: **0** RA: **2** Forms: **4**
- > Other information **1**

Tools

- Assign application
- Delete application
- Retire application

Created: 11/02/2011

Lodged: -

Properly made: -

Stage: **Preparation**

Application type:
- Reconfiguring a Lot

Assigned to:
- Thomas Bridgebuilder (TESTCITY)

1 The following 2 recommendations have not been selected:

- IDAS Form 4: For removal, destruction or damage of marine plants**
- IDAS Form 7: Reconfiguring a lot**

2 Alerts/Prohibitions based on your responses to the Assessment Checklist:

It is recommended that you provide evidence of how you have satisfied the conditions of any referral agency responses

- This was triggered from your answer to Checklist 6: Referral agency responses

The following authorities and forms are included in your application:

Assessment Mgr **Redland City - Old**

Reconfiguring a lot **Recommended** ✕

[Change assessment manager and/or matter](#)

Referral agencies **Environmental Protection Agency**

Concurrence For removal, destruction or damage of marine plants **Recommended: Concurrence Agency** ✕

Department of Main Roads

Concurrence Reconfiguring a lot on premises within 100m of a State-controlled road, or in part of a future State-controlled road **Recommended: Concurrence Agency** ✕

[+ Add referral agency and/or matter \(If required\)](#)

Forms **3**

- IDAS Form 1** Application Details Last updated: 11/02/2011 **Edit View** **Required** ✕
- IDAS Checklist 1** Development assessment checklist Last updated: 11/02/2011 **Edit View** **User selected** ✕
- IDAS Checklist 3** Reconfiguring a lot Last updated: 11/02/2011 **Edit View** **User selected** ✕
- IDAS Checklist 6** Referral agency responses Last updated: 11/02/2011 **Edit View** **User selected** ✕

2 [+ Add form\(s\)](#)

Continue

1. Recommendations—required IDAS Forms. Recommendations will only be generated after completing the assessment checklist.
2. IDAS Form selection—additional IDAS Forms including the recommended can be add by selecting 'add forms'.
3. Complete IDAS Form—once form is selected, click 'edit' to complete. The form will either open as an online interview or as an editable PDF file. Forms can also be found under the 'IDAS Forms' tab on the summary page.



Uploading other information

The 'other information' section is where all documentation and reports are uploaded. This is a browse and upload function similar to attaching documents in an email.

The screenshot displays the 'Other information' section of the Smart eDA system. On the left, the 'Assessable development' sidebar shows the reference number 1297379797800 and a list of components including 'Location selection', 'State assessments', 'Application details', 'IDAS assessment checklist', 'Assessment selection', and 'Other information'. The 'Other information' component is highlighted with a '1'. Below the components are 'Tools' (Assign, Delete, Retire application) and application details such as 'Created: 11/02/2011', 'Stage: Preparation', and 'Assessment manager: Redland City - Old'. The main content area has a 'Create a new private note for this page' link and a 'Show completed' checkbox. The 'Attached material' tab is active, showing a list of files: 'State Assessments' (Smart eDA, 11 Feb 2011 08:59:56, 0.01 MB) and 'Application Coversheet' (Applicant: Test Organisation). A 'Download all as zip' link is also present. A 'Finish' button is located at the bottom right. Red circles 1, 2, and 3 highlight the 'Add other information' button, the existing files, and the 'Acceptable file types' tab respectively.

1. Add other information—select 'add other information' to upload electronic files.
2. Existing files—two existing PDF files are already attached to the application. The first is a PDF file of the state assessment search which was completed earlier. The second document is a dynamic cover sheet for the application. As each new piece of documentation is added to the application the coversheet automatically updates with the new file name.
3. Acceptable file types—the types of files accepted vary according to each assessment manager and referral agency. PDF files will always be accepted. You can view a list of the options available by selecting the 'acceptable file types' tab. Currently the file size limit for uploads to Smart eDA is 50 mega bites per file. It is important to note that file sizes accepted by various assessment managers and/or referral agencies may vary. There are no limits regarding the number of attachments to each application.



Add other information Close

Document Type: Plans/Drawings
Site Plan

Description: Site Plan

4 Delivery method: Upload C:\Documents and Settings\b Browse... 5

Add attachment

4. Delivery method—select 'delivery method' required in the tab. In addition to attaching electronic files to support the application, it is possible to hand deliver, fax or mail additional documents supporting the Smart eDA application (applicant needs to indicate the relevant ID number reference). It is good practice to register these documents in Smart eDA even if you are delivering via a different method as it helps to reconcile all documents for the application.
5. Browse—classify the type of document you will be uploading, give the document a description, and then browse your folders for the document you want to upload.

Repeat steps for additional files. When all document uploads are completed, select 'save to application' then 'finish'.

6. Incorrect document – to delete an incorrect document that has been uploaded and saved to the application, select the red 'x' located next to the incorrect document to delete. Note once application has been lodged with the Assessment Manager, you can not remove any documents.

Attached material Acceptable file types

[+ Add other information](#) [Download all as zip](#)

Landscape Plan Applicant: ACME Consultants Actioned 18 Apr 2011 15:43:10	18 Apr 2011 15:43:10	0.02 MB	6
State Assessments Smart eDA	2 Mar 2011 10:29:13	0.01 MB	
Application Coversheet Applicant: ACME Consultants			

Finish



Application summary

The application summary page displays details of the application. This page is the main point of reference for the application. Applicants can always return to this page by selecting 'summary' in the components menu found on the left side.

The screenshot shows the 'Application summary' page for 'Assessable development'. The page is divided into several sections:

- Reference #:** 1297379797800 (Callout 1)
- Components:** 2
 - Summary
 - Location selection: 1
 - State assessments: ✓
 - Application details: ✓
 - IDAS assessment checklist: ✓
 - Assessment selection: AM: ✓, RA: 2, Forms: 4
 - Assessment mgr req.
 - Other information: 1
- Tools:** 3
 - Assign application
 - Delete application
 - Retire application
- Metadata:**
 - Created: 11/02/2011
 - Lodged: -
 - Properly made: -
 - Stage: Preparation
 - Assessment manager: - Redland City - Old
 - Application type: - Reconfiguring a Lot
 - Assigned to: - Thomas Bridgebuilder (TESTCITY)
- Summary:** 4
 - Create a new private note for this page
 - Tasks table: 5
 - Tasks: Begin Lodgement
 - Status: Preparing development application
 - Interested Party: Redland City - Old
 - Location tab: 6
 - Interested parties: 7
 - IDAS forms: 8
 - Other information: 9
 - History: 10
 - Payments: 11
 - Location details: 1RP815011, 1 GRANT ST, CLEVELAND 4163, Redland City - Old. Total 1 location 7,388 m².
 - Map: Gov Net Map, Google Maps.

The application summary page is divided into 11 areas:

1. Reference number—a list of reference numbers allocated to the application by different parties. Each party can add their own reference number and description here.
2. Components—links to each step of the preparation process. Use these links to access each page at any time and as an alternative to working through the wizard process. These steps also display a progress indicator either in the form of a tick indicating completion or a number to display how many referral agencies, forms or documents are selected.
3. Tools—assign application to other registered users within your organisation, delete application if no longer required, or retire application after a decision notice is issued and application is complete. Further tools and optional IDAS tasks will be available in this area after lodgement.



4. Private notes—summary of all private notes pertaining to each section of the application. These notes are an electronic post-it note and can only be created and viewed by the users within a registered organisation. Private notes will not be visible to other parties, for example, assessment manager and referral agencies.
5. Tasks section—indicates all required IDAS tasks awaiting completion. The tasks in blue should be completed by the user (applicant); tasks in grey are the responsibility of other parties (assessment manager and referral agency). Displaying all tasks increases the transparency of the IDAS process making it easier to track the current status of the application. Don't be afraid to open and look at a task, you can back out of a task by clicking the summary link in the components menu on the left hand side of the screen and go back into it at a later stage.
6. Location—displays the address details including a map.
7. Interested parties—displays the assessment manager and the referral agency/ies.
8. IDAS forms—lists all forms and checklists attached to the application. Incomplete forms will need to be completed. To do this click on the 'edit' link and complete all details electronically. The form will either open as an online form or as an editable PDF file. If the form opens as an editable PDF, complete and save the form back to the application by using the 'save' button at the bottom of the form.
9. Other information—is where all your uploaded documentation is kept (for example, planning reports and traffic reports). Further documentation can be added after lodgement and any extra documents added by the assessment manager or referral agency will also be kept in this area.
10. History—displays the documented history of every process transaction during the application in reverse chronological order. This is another useful point of reference to keep track of the status of an application.
11. Payment—becomes available once a payment has been made. Receipt numbers, costs, time and date are displayed in this section.

Making an application

Council participation

All councils are being encouraged to participate in Smart eDA. If your council is not yet participating, you will need to print components of your application and deliver to council via mail or in person if the 'begin lodgement' option in the task area is not available. A full list of participating councils is available on the Smart eDA homepage (www.dlqp.qld.gov.au/smarteda).

Lodgement

Before lodgement, check that you have completed all required IDAS forms and have uploaded all documentation required by both the assessment manager and any applicable referral agency. Click on the 'begin lodgement' link from the tasks section when you are satisfied with your application and are ready to lodge. Once you lodge, all your documentation will be locked down and any amendments after this time will need to be uploaded as a new document.



Payment

You will be directed to the 'begin lodgement' page and will have to select one of three options, depending on which council you are lodging with. Choose one of the following options:

- Pay and lodge application—if you already know the amount of your application fee, this allows you to nominate the amount. Council websites normally list their schedule of fees.
- Request application fee—if you do not know the amount of the fee required, this prompts the assessment manager to provide you with a quote. Note: this process may take some time; therefore, it may be quicker to phone the assessment manager to find out the amount.
- Request application ID—if you require an application ID before payment or lodgement, the assessment manager will be prompted to provide you with one which they will use to facilitate lodgement.
- Lodge with payment—nominate the fee amount. Please note, **do not use** commas example \$20 000. If you are re-submitting an application you may not need to pay further fees and you can select 'no fee required'.

The screenshot shows a web application interface for 'Assessable development'. The top navigation bar includes 'Applications', 'New', 'Search', 'Claim', 'My account', and user information 'Dean Nottingham (Default Office)' with a 'Logout' link. The main content area is titled 'Lodge with payment' and contains the following elements:

- Reference #:** 1281315496846 (with a 'Supply' button next to it)
- [Add description](#)
- Components** section with a summary table:

Component	Status
Location selection	1
State assessments	✓
Application details	✓
IDAS assessment checklist	✓
Assessment manager	✓
Referral agencies	1
IDAS forms	4
Other information	2
- Tools** section (partially visible)
- Payment Form:** 'Please nominate the amount you wish to pay:'
 - Amount: \$
 - or No fee required
 -



Payment methods

Payment of fees to participating councils can be processed electronically through the Smart Service Queensland payment gateway, available through Smart eDA. There are four payment options available:

Applications New Search Claim My account Dean Nottingham (Default Office) Logout

Assessable development

Reference #:
1281315496846 Supply

[Add description](#)

Components

- Summary
- Location selection **1**
- State assessments **✓**
- Application details **✓**
- IDAS assessment checklist **✓**
- Assessment manager **✓**
- Referral agencies **1**
- IDAS forms **4**
- Other information **2**

IDAS Tasks

- Extend time period

Tools

- Send communication

Select payment option

From: Applicant ACME Planners

Amount to pay: **\$2000.00** [change](#)

The following option(s) are available:

- Pay fee via credit card**
Pay the application fee through Smart eDA using your credit card.
The application will be updated after payment has been received (Credit card instantly).
- Pay fee via EFT (funds transfer from bank)**
Pay the application fee by making a direct deposit.
Please ensure you return to Smart eDA to enter your Transaction ID upon completion of the transfer. Failure to do this may cause delays in the processing of your application.
- Send 'Payment Notice' email**
Notify another party to pay the application fee online. (A link to the payment gateway will be included in the email.)
- Pay direct to assessment manager**
Pay via other payment methods (eg: cheque, BPAY, over the counter). You must select this option **before** you pay the council directly to notify staff of a Smart eDA application.

[Continue](#)

- Credit card—pay by credit card directly to the assessment manager through Smart eDA using the secure Smart Service Queensland payment gateway. To return to Smart eDA please click the 'return to online service' link.



4 [Return to online service](#) > Notice to pay

Notice to pay

To: Dean Nottingham
ACME

Issue date: 13 September 2010
Reference: 1000241016
Amount due: \$2,500.00

Item description	Reference	Amount (excl. GST)	GST	Amount (incl. GST)
Assessment Manager Fee LOGAN CITY	1284346318490	\$2,500.00	\$0.00	\$2,500.00
Total				\$2,500.00

Total amount payable \$2,500.00
No GST has been charged

How to pay

Payments are processed by Smart Service Queensland (SSQ) on behalf of Queensland Government.

1 **Bank account details**
BSB Account no.
064013 10008400
Account name
SSQ Integrated Receipting Acct.
Bank and branch
Commonwealth Bank,
Queensland Government
Banking Centre

Online
VISA MasterCard
"Queensland Government" will appear on your bank statement.
Pay by credit card

EFT (Electronic Funds Transfer)
eft
Access your internet or telephone banking service
2 Quote the reference number **1000241016** so we know what the payment is for

- Electronic Funds Transfer (EFT) — you can pay the application fee by making a direct deposit from your bank account. You will be able to locate the BSB, account name and number in the bottom left of the page (1) and the reference number bottom right of the page (2). It is important to note that you will need to return to Smart eDA to enter your EFT payment details upon completion of the transfer (3). Failure to do this may result in delays processing your application. To return to Smart eDA please click the 'return to online service' link (4).



Applications New Search Claim My account Dean Nottingham (Default Office) Logout

Assessable development

Reference #: **1284346318490** Supply

[Add description](#)

Components

- Summary
 - Location selection 1
 - State assessments ✓
 - Application details
 - IDAS assessment checklist
 - Assessment manager ✓
 - Referral agencies 1
 - IDAS forms 1
 - Other information 1

IDAS Tasks

- Extend time period

Tools

- Send communication
- Send missed referral notice

Summary

[Create a new private note for this page](#) Show completed

Tasks

Tasks	Status	Interested Party
Change payment method	Awaiting payment options	Logan City
Enter EFT payment details 3	Awaiting EFT payment details	Logan City

Overview

- IDAS forms
- Other information
- History

Locations

[Print Site Map](#)

12W9405
1 JEAN ST, WOODRIDGE 4114
Logan City

Total 1 location 761 m²

Applications New Search Claim My account Dean Nottingham (Default Office) Logout

Assessable development

Reference #: **1284346318490** Supply

[Add description](#)

Components

- Summary
 - Location selection 1
 - State assessments ✓
 - Application details
 - IDAS assessment checklist
 - Assessment manager ✓
 - Referral agencies 1
 - IDAS forms 1
 - Other information 1

IDAS Tasks

- Extend time period

Tools

- Send communication

Enter EFT payment details

From: Applicant ACME Planners

Amount to pay: **\$2500.00** [change](#)

Please enter your EFT payment details in the fields provided below. (This is the reference number provided by your financial institution when you make the transfer.)

N.B. Failure to do this may delay your application being declared "properly made" by the Assessment Manager.

Payment details:

Reference #:

Amount: \$

Date paid:

[Record additional receipt](#)

Message:

2000 characters remaining

or [Return to Payment Options](#)



- Send 'payment notice' email—a 'notice to pay' email notifies a third party advising them that payment is required on a development application. The email contains details and a link to the same Smart Service Queensland payment gateway for online payment via credit card or EFT. If the nominated third party pays via EFT you will need to ask for the payment reference number and date paid then return to Smart eDA to enter the EFT payment details (5).

The screenshot shows the 'Send Payment Notice' email form. The top navigation bar includes 'Applications', 'New', 'Search', 'Claim', 'My account', 'Dean Nottingham (Default Office)', and 'Logout'. The left sidebar shows 'Assessable development' with a reference number '1281315496846' and a 'Supply' button. Below this are 'Components' and 'IDAS Tasks'. The main content area is titled 'Send Payment Notice' with a red circle containing the number '5'. It includes a 'From' field with 'Applicant ACME Planners', a 'Nominated amount' of '\$2000.00', and a text area for the message: 'Please pay via credit card or EFT. If you pay via the EFT method, please supply me the EFT reference details so I may progress the application.' There is a 'Payee Name' field with 'Tam Brown' and an 'Email Address' field with 'tam.brown@dip.qld.gov.au'. A 'Send Payment Notice' button and a link to 'Return to Payment Options' are at the bottom.

- Pay direct to assessment manager—pay manually via methods such as cheque or over the counter. You should supply a Smart eDA reference number to the assessment manager when making this payment. Please ensure you return to Smart eDA to enter the receipt details after you have made the payment (6).

The screenshot shows the 'Summary' page. The top navigation bar includes 'Applications', 'New', 'Search', 'My account', 'Manage organisation', and 'Terry Tate (Brisbane)'. The left sidebar shows 'Assessable development' with a reference number '1299026334586' and a 'Supply' button. Below this are 'Components' and 'IDAS Tasks'. The main content area is titled 'Summary' with a red circle containing the number '6'. It includes a 'Tasks' table with columns 'Tasks', 'Status', and 'Interested Party'. The table has one row: 'Enter receipt details', 'Awaiting receipt details', and 'Redland City'. Below the table are tabs for 'Location', 'Interested parties', 'IDAS forms', 'Other information', 'History', and 'Payments'. There is a 'Print Site Map' button and 'Gov Net Map' and 'Google Maps' buttons at the bottom.



Responding to tasks

You have now lodged your application to an assessment manager. This means there is now another party able to view and assess the application, perform transactions and communicate electronically with you. There are many electronic tasks that you will need to perform during the entire IDAS process, some of which will include:

- acknowledging tasks
- receiving and replying to time period extensions
- receiving and responding to information requests
- sending and responding to communications.

Completing one task will trigger another task—to be completed by either yourself or another party involved in the application. For most tasks you can upload documentation and add comments in the free text field.

Available IDAS tasks can be found in the task area of the Smart eDA summary page and are represented by a blue link (1). When you click on the blue link you will be taken to the related page to perform your next action. You do not have to complete tasks immediately; you can click the link and look at the task, then back out of the task by clicking on the summary link in the components menu (2).

The screenshot shows the Smart eDA Summary page. At the top, there is a navigation bar with 'Applications', 'New', 'Search', 'My account', and 'Manage organisation' on the left, and 'Terry Tate (Brisbane)' and 'Logout' on the right. The main content area is divided into two sections: 'Assessable development' on the left and 'Summary' on the right.

Assessable development: This section includes a 'Reference #' field with the value '1299034191156' and a 'Supply' button. Below this is an '>Add description' link. The 'Components' section is a vertical list of items, each with a status indicator: 'Summary' (2), '> Location selection' (1), '> State assessments' (green checkmark), '> Application details' (green checkmark), '> IDAS assessment checklist' (green checkmark), '> Assessment selection' (AM: green checkmark, RA: 3, Forms: 5), and '> Other information' (2).

Summary: This section features a 'Create a new private note for this page' button and a 'Show completed' checkbox. Below this is a 'Tasks' section with a table:

Tasks	Status	Interested Party
<i>Awaiting Redland City</i>	Awaiting decision	ACME Consultants
Advise AM of public notification commencement (1)	Awaiting details of public notification commencement	Redland City
Select payment option for additional payment	Awaiting applicant payment	Redland City
Refer DA	Awaiting DA referral	Department of Transport and Main Roads
Refer DA	Awaiting DA referral	Department of Environment and Resource Management

At the bottom of the 'Summary' section, there is a horizontal menu with buttons for 'Location', 'Interested parties', 'IDAS forms', 'Other information', 'History', and 'Payments'.



Email notifications

An email notification will be sent to your registered email address when a new task is available for you to view or complete. The email will contain a link (1) directing you to the Smart eDA login page and then directly to the relevant summary page. Email notifications will be sent to the next appropriate party upon completion of each task.

You do not always have to wait for an email to log in and view your application. You can log in to Smart eDA and click on any of your applications on your application page. A numbered red box next to your application indicates that the application is waiting for tasks to be completed.

Smart eDA *electronic IDAS* Queensland Government
Department of Infrastructure and Planning

View communication

Interested party:
ACME Planners

Please view the communication.

1 [Click here](#) to view your application in Smart eDA.

Smart eDA reference #:
1278564642968

Primary location:
**12W9405
1 JEAN ST**

Assessment Manager:
LOGAN CITY

- Material change of use assessable under the planning scheme

Referral Agencies:

Department of Transport and Main Roads

- Material change of use on premises located within a future State-controlled road or within 100m of a State-controlled road
- Material change of use on premises not located within a future State-controlled road or within 100m of a State-controlled road (proposed use is listed in schedule 11 of the Sustainable Planning Regulation 2009 and exceeds the specified threshold)

Department of Environment and Resource Management

- For removal, destruction or damage of marine plants

Check payment details

The assessment manager will check payment details. Depending on how the application was paid it may take some time to reconcile the payment. For example, credit card payment is instantaneous whilst EFT may take up to three days to clear. There are two tools available for payment, make 'additional payment' and 'request quote for additional payment'.

Properly made date

The assessment manager will review the application to ensure all of the required information has been provided. The assessment manager will then complete the task to advise of the properly made development application date. There is a possibility that the application may come back not properly made (not accepted) due to various reasons including incomplete IDAS Forms, incomplete application or incorrect assessment manager. If the application comes back not properly made all documentation and IDAS Forms will be unlocked for further editing. Once the application has been updated it can be re-lodged.

Your next task will be to acknowledge the properly made response.



Acknowledgement notice

The assessment manager will respond to the development application lodgement task and will issue an acknowledgement notice if required. You will be required to confirm the development application lodgement response from the assessment manager. If an acknowledgement notice is attached to this task, you will need to confirm that you have viewed the acknowledgement notice and have made any required adjustments to the application. These tasks may include adding a referral agency using the link on the components menu.

By confirming this task you will then trigger the ability to refer the development application to any applicable referral agency.

Time period extension

The assessment manager has the ability to initiate the optional task of a time period extension. If this occurs you will receive a task to respond to the time period extension.

Information request

The assessment manager has the ability to initiate the optional task of an information request. If this occurs you will receive a task to respond to the information request. The response required may include sending further documents which can be uploaded directly into the task.

Information and referrals

Refer application

After the assessment manager has accepted the application as 'properly made' and you have read and confirmed the acknowledgement notice task, you can proceed to refer your application to the appropriate referral agency (if a referral is required).



A 'refer development application' task should now be available in the task area for each referral agency you have selected. The referral agency will automatically receive access to all forms and documents you have uploaded to Smart eDA after you have submitted the referral. Therefore, it is not necessary to re-attach your application and supporting documents when submitting your referrals.

You can add and/or edit the listed referral agencies and their assessment matters using the 'referral agency' link on the application menu on the left, then go back to the summary page to submit your referral.

Once all referrals have been completed you will have a task to advise the assessment manager of referral compliance.

Referral acceptance

The screenshot shows the Smart eDA application interface. The header includes the Queensland Government logo and the Department of Infrastructure and Planning. A navigation menu at the top right shows 'Development applications' selected. The main content area is titled 'Assessable development' and 'Summary'. The application reference number is 1297403715984. The location is 1 GRANT ST, CLEVELAND 4163, Redland City - Old, with a total area of 7,388 m². The assessment selection shows AM: 0, RA: 2, and Forms: 7. The stage is Preparation. A red circle with the number 1 is overlaid on the 'Add location' button.

Each referral agency will review the application and complete the tasks necessary to advise of a correct referral. If all required material has been received there may be a fee for the application which you will need to pay.

Time period extension

The referral agency has the ability to initiate the optional task of a time period extension. If this occurs you will receive a task to respond to the time period extension.



Information request

The referral agency has the ability to initiate the optional task of an information request. If this occurs you will receive a task to respond to the information request. This response may require sending further documents—these can be uploaded into the task.

Public notification

The DLGP website provides a guide and templates for public notification www.dlgp.qld.gov.au/development-applications/public-notification.html

Notice of public notification commencement

If public notification is required for your application and you have complied with all the notification requirements, you must advise the assessment manager within five business days after the last of the actions is carried out for commencement.

The available task for this notification is 'advise assessment manager of public notification commencement'. You will need to provide the date that the last of the actions were carried out. The assessment manager will respond to your notification and you will have a new task to 'view response to public notification commencement'.

Notice of public notification compliance

If public notification is required for your application and you have complied with all the notification requirements, and the notification period has ended, you must advise council within 20 business days after the notification period ends. Use the 'confirm' notice of referral compliance' to advise the assessment manager. You will need to provide details of all public notification activities carried out and attach any supporting documentation. Once council have viewed your notice, you will receive a task to 'view response to notice of referral compliance'.

The screenshot shows the 'Send notice of public notification compliance' form in the Smart eDA system. The top navigation bar includes 'Applications', 'New', 'Search', 'Claim', 'My account', and user information 'Dean Nottingham (Default Office)' with a 'Logout' button. The main content area is divided into a left sidebar and a main form area.

Assessable development sidebar:

- Reference #: 1281315496846 (Supply)
- Components:
 - Location selection: 1
 - State assessments: ✓
 - Application details: ✓
 - IDAS assessment checklist: ✓
 - Assessment manager: ✓
 - Referral agencies: 1
 - IDAS forms: 4
 - Other information: 4
- IDAS Tasks:
 - Extend time period
- Tools:
 - Send communication

Main form area:

- Title: Send notice of public notification compliance
- Text: Please confirm the days each public notification requirement was complied with.
- Checkboxes:
 - A notice has been published, at least once, in a newspaper circulating generally in the locality of the land
 - A notice has been placed on the land in the way prescribed under a regulation
 - A notice to all owners of adjoining land has been given
- Text: Please attach any supporting documentation:
- Attachments: There are no attachments. + Add other information
- Last action was carried out on: [Date field]
- Additional comments: [Text area, 2000 characters remaining]
- Submit button



Referral agency response

Each referral agency involved will respond to the assessment manager. A copy of their response will also go to the applicant. If this occurs you will receive a task to not only view the referral agency response and also confirm that you have viewed it.

Decision process

The assessment manager will issue a decision notice and you will receive a task to view it. The task will outline the date of the decision and whether the application has been:

- approved in full
- approved in full (subject to conditions)
- approved in part (subject to conditions)
- refused.

The official decision notice will be attached to the application and it will list all details of the decision.

Additional IDAS tasks

- Make representation—there is an optional tool available to make representation to either the assessment manager or a referral agency for matters:
 - about the agency response
 - about a matter stated in the decision notice
 - in response to an action notice (compliance assessment applications)
 - regarding standard conditions applying to a deemed approval.
- Extend time period—there is an optional tool available to extend time periods with the applicable parties for:
 - requests to extend the response period
 - stopping the decision making period
 - suspending the applicant's appeal period
 - withdrawing notice to stop the decision making period
 - requesting to extend the period to give the referral material.

Additional IDAS tools

The following additional tools will become available to you once you have lodged the application:

- Send communication—communication to any parties involved in the application may be sent, including uploaded documents if necessary. Any communications and documents sent will be captured in history. Please do not use this task in place of an official task in Smart eDA as it may affect future steps in the application.
- Send missed referral notice—a notice to any of the referral agencies that a referral has been missed.
- Send notice of change—a notice of change to the application to be sent to the assessment manager.
- Make additional payment—pay additional fees to any parties involved in the application.
- Request quote for an additional payment—request for a quote from any parties involved in the application.
- Withdraw application—a task to withdraw the application. The application may not be re-lodged after this task is completed.
- Retire application—a task to remove the application.



Backup

Once your application has been decided it is good practice to backup all your documentation and the history for this application on your own records systems. Download all documentation under the tabs 'IDAS forms', 'other information', 'history' and 'payments'. You can use the 'retire application' tool which will move the application into the retired applications menu. The application will still be available under this menu.

Feedback

Please submit any difficulties you may have noted or any recommendations for improving the service. We will endeavour to resolve errors as soon as possible and assess recommendations for improvements so that they can be included in future releases of the service. You can make these recommendations by selecting the 'feedback' link at the top right corner of the page.

Helpdesk

For help with a matter regarding your application contact your local assessment manager or applicable referral agency.

For assistance or any queries about the Smart eDA site, please contact the Smart eDA team on 07 3405 6167 or SeDAFeedback@dlgp.qld.gov.au.

Smart eDA regularly updates the service; therefore, please check for version updates as processes listed in this document may change over time.