

Lockyer Valley Planning Scheme Portal

User Guide



REGIONAL COUNCIL

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1. Introduction

The [Lockyer Valley Planning Scheme Portal](#) (Portal) is an online planning scheme platform, available on any device connected to the internet. The planning scheme portal provides:

- An **Online Interactive Viewer** - to view the Lockyer Valley Planning Scheme (LVPS) content (text, tables, figures, and maps) and allows easy navigation to search, bookmark and PDF print;
- **Downloadable Reports and Documents** – to download parts, sections, maps or the entire scheme, as well as code compliance tables (for parts 8 and 9) in PDF format;
- **Online Interactive Mapping** - to view filtered planning scheme content relevant to a selected property.

The Lockyer Valley Planning Scheme Portal is in addition to Council’s current [ePlan mapping](#) and planning schemes (Gatton, Laidley and Grantham). The Portal is specific to the LVPS content. A PDF copy of the entire Lockyer Valley Planning Scheme and maps are accessible on [Council’s website](#).

2. Purpose

The Portal provides the community and stakeholders online access to the Lockyer Valley Planning Scheme. It is designed to be used complementary to:

- The [Flood Information Portal \(FIP\)](#), enabling users to obtain specific flood data at points of interest on the selected property, immediately;
- The Temporary Local Planning Instrument 2024, which regulates development within flood prone areas in the Lockyer Valley;
- Any other information available on Council’s website for related topics, such as:
 - Planning Factsheets
 - Council’s current Fees & Charges

Council’s superseded planning schemes can be accessed [here](#) and mapping viewed online via [ePlan](#).

The Lockyer Valley Planning Scheme covers the entire Lockyer Valley Local Government Area (LGA).



[Lockyer Valley LGA - Locality Map](#)



3. Terms and Conditions

Terms and Conditions of the Lockyer Valley Planning Scheme Portal are accessible in the top left menu and on Council’s new Planning Scheme webpage within the supporting documents. In using the tool, you are accepting the Terms and Conditions. Please read them carefully prior to using the platform and contact Council if you have any questions.



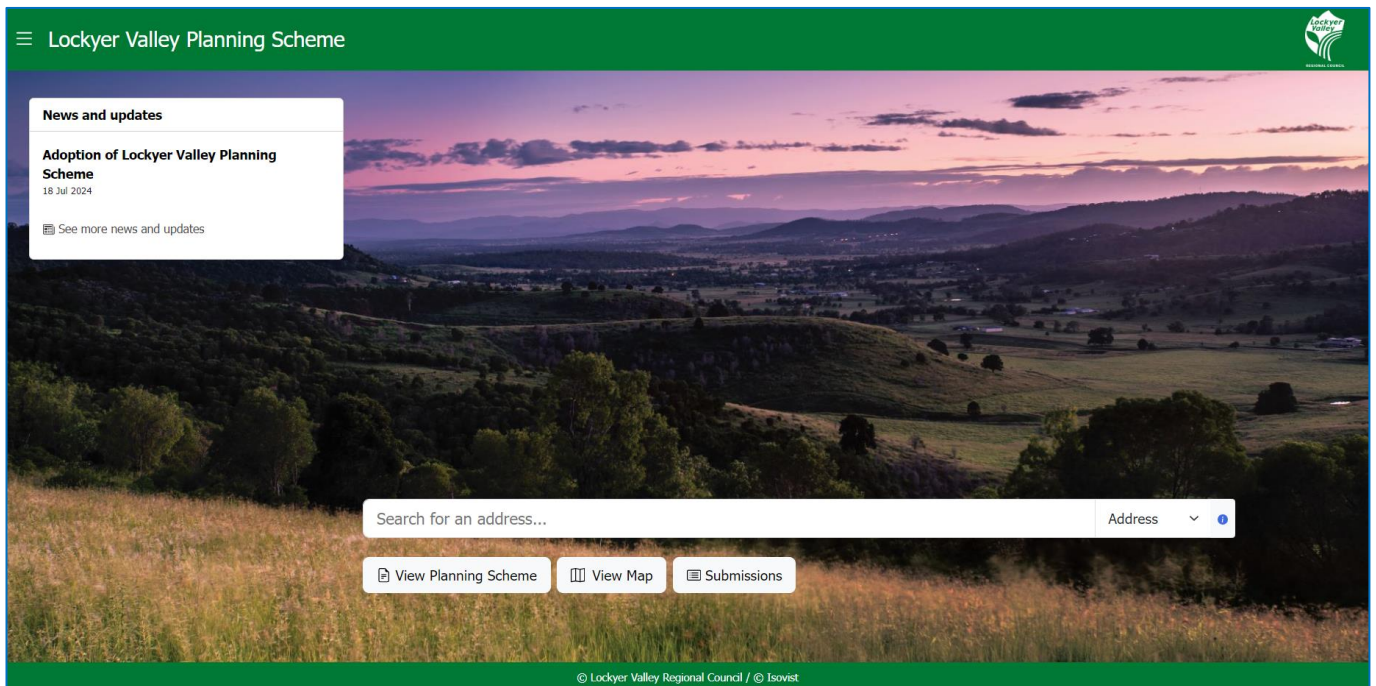
The Planning Scheme Portal is designed for use within a web browser. The below table shows the web browsers and device compatibilities with Council’s Planning Scheme Portal:

	SAFARI	CHROME	EDGE	FIREFOX	EXPLORER
COMPUTER/LAPTOP  	✓	✓	✓	✓	✗

<p>ANDROID</p> 	✗	✓	✗	✗	✗
<p>APPLE/iOS</p> 	✓	✓	✗	✗	✗

The portal features a responsive design which auto-adjust to different device screen sizes.



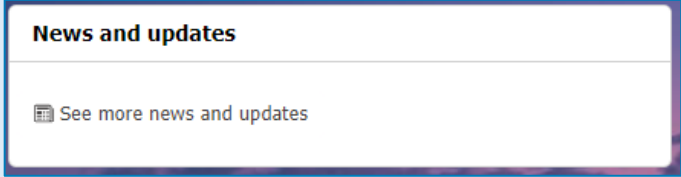
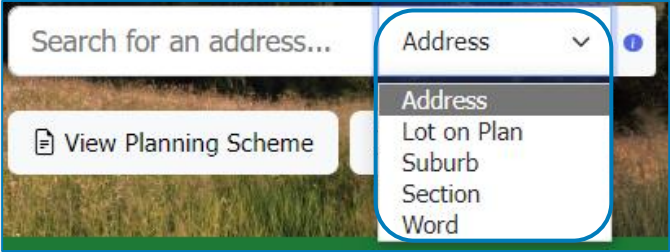

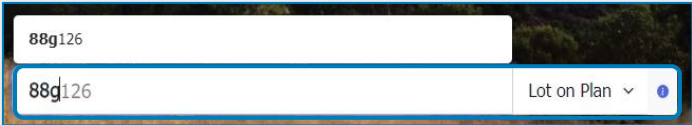
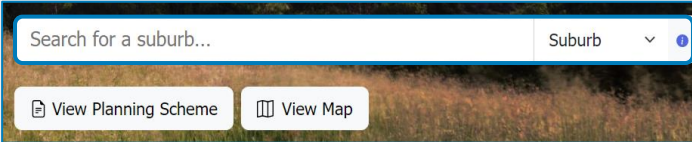
4. Navigation



This section will help you navigate and interact with the planning scheme content from the home page. Here you will find information about:

- The Portal’s [home page features](#); and
- The Portal’s [home page menu](#).

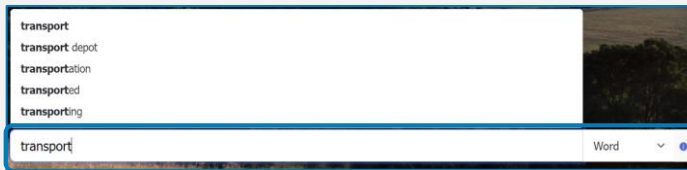
4.1 Home page features

LOCATED	FEATURE	WHAT IT DOES
Top-right		Lockyer Valley Regional Council's Logo – links to Council's website.
Top-left		Lockyer Valley Planning Scheme – returns to the portal's home page when clicked.
Top-left		<p>News and updates - displays any current news and/or updates relating to the Planning Scheme. Clicking on a title within the listed items will take you to the full list of items, shown in chronological order with the most recent item at the top.</p> <p>If there are no current news items, a link to historic items will be available.</p>
Centre	<p>Search bar - drop-down arrow options</p>  <p>Search example – address</p>  <p>Search example – lot on plan</p>  <p>Search example – suburb</p> 	<p>Search bar</p> <ul style="list-style-type: none"> • drop-down arrow allows you to change the search context to be either a property address, lot on plan details, suburb, section of the planning scheme or a specific word within the LVPS. Examples have been provided for each search option. • When searching by lot on plan details ensure you are using the correct search format (without the word 'lot' or spaces as indicated), example 11SP000489.

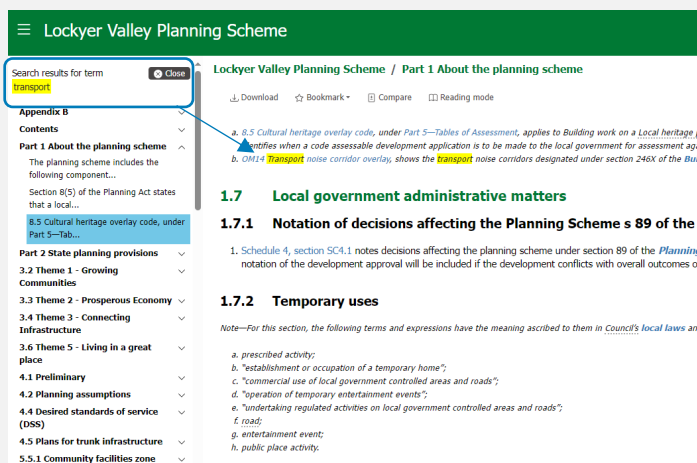
Search example – section



Search example – word

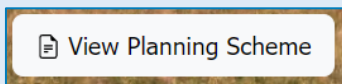


Example of search results window/Navigation Panel



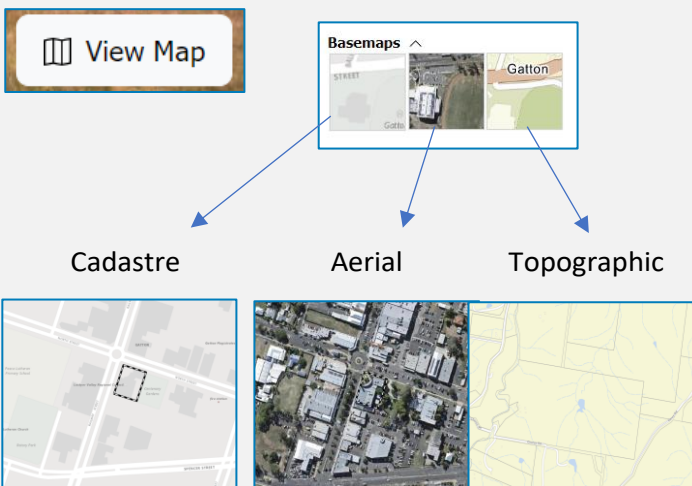
- If you are using the word search function, type the word and then press enter. Each part of the planning scheme that contains a search match will be displayed in the search results window.
- Navigate around the search results window, expanding and collapsing the parts of the planning scheme where the search match was found. Clicking on a particular part or section of the scheme will display its entire content, with the search match highlighted in yellow.

Centre-Left



‘View Planning Scheme’ – opens the entire LVPS content.

Centre-Middle



‘View Map’ – displays the interactive mapping viewer which allows you to review Base maps such as cadastre (property and road boundaries), aerial imagery and topographic (detailed physical features on the earth’s surface such as hills and gullies) can be selected. By default, the map opens with ‘Zone’ & ‘other features’ automatically selected.

4.2 Home page menu

MENU LINK	WILL TAKE YOU TO
Home	The portal's home page, where you can access any of the features/links.
View the Planning Scheme	The online interactive viewer opens the entire LVPS content.
View Interactive Maps – with Property Search	The online interactive mapping which allows the user to review maps (e.g. zones & overlays) from the LVPS with base map options.
About the Planning Scheme	Links to Council's website with information about the LVPS, community consultation and any other relevant planning scheme information.
Superseded Planning Schemes	Links to Council's website of the superseded planning schemes.
Development Assessment Services	Links to Council's development services web page, where you can find information on development applications, development searches and certificates, planning factsheets, property addressing and more.
Infrastructure Charges	Links to Council's infrastructure charges web page, where you can find information on the adopted infrastructure charges resolution, register and Local Government Infrastructure Plan (LGIP).
ePlan - Superseded Planning Scheme Maps	Council's superseded planning schemes maps including zones, overlays, and other related maps.
FIP – Flood Information Portal	Council's Flood Information Portal, providing up-to-date, point-specific data on flood levels.
Help – User Guide	The portal's user guide (this document).
Terms and Conditions	Links to the Terms and Conditions for the Portal on Council's website.

5. Online Interactive Viewer

The screenshot shows the online interactive viewer for the Lockyer Valley Planning Scheme. The page has a green header with the title 'Lockyer Valley Planning Scheme' and a search bar. Below the header, there is a navigation menu with options like 'Temporary Local Planning Instrument 2024 (Flood Regulation)', 'Lockyer Valley Planning Scheme', 'Schedules', and 'Appendices'. The main content area is titled 'Citation and commencement' and contains text about the planning scheme's citation and commencement date.

This section will help navigate and interact with the planning scheme content in the online interactive viewer. Here you will find information about:

- [Embedded links](#) within the planning scheme;
- [Navigating different sections](#) of the planning scheme;
- [Searching for a keyword](#) in the planning scheme;
- [Downloading documents](#) from the planning scheme;
- [Bookmarking pages and sharing links](#) with others; and
- [Viewing definitions](#)

5.1 Embedded links

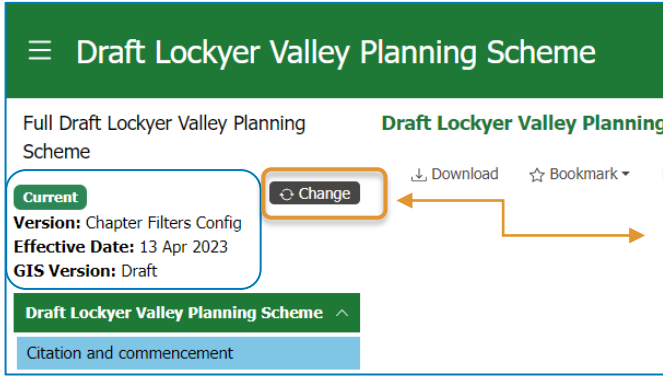
Throughout the planning scheme you will see different colours and styles of text. These are called embedded links and are described as:

EMBEDDED LINK	EXAMPLE
<p>Blue and Bold – are hyperlinks to other web pages, including non-council web pages. These reference Acts, rules and regulations or policies.</p>	<div data-bbox="708 445 1433 701" style="border: 1px solid black; padding: 5px;"> <p>Accepted development</p> <p>Operational Work for—</p> <ul style="list-style-type: none"> a. management practices for the conduct of an agricultural use, other than— <ul style="list-style-type: none"> i. the clearing of native vegetation; or ii. operations of any kind and all things constructed or installed for taking or interfering with water under the Water Act 2000, other than using a water truck to pump water; or b. weed or pest control, unless the work involves the clearing of native vegetation; or c. the use of fire under the Fire and Emergency Services Act; or d. the conservation or restoration of natural environment as defined under the Environmental Protection Act 1994, Schedule 4; or e. the use of site for a forest practice. </div>
<p>Blue, regular text— are planning scheme internal links. These are references to other parts, sections, schedules or maps of the planning scheme. When selected, the link will take you to the reflected reference.</p>	<div data-bbox="708 813 1455 976" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> 2. determine if the development is assessable development under Schedule 10 of the Regulation and by reference to Section 5.4 Regulated categories of development and categories of assessment prescribed by the Regulation; 3. if the development is not listed in the tables in Section 5.4 Regulated categories of development and categories of assessment prescribed by the Regulation, determine the initial category of assessment by reference to the tables in: <ul style="list-style-type: none"> a. Section 5.5 Categories of development and assessment - Material Change of Use b. Section 5.6 Categories of development and assessment - Reconfiguring a lot c. Section 5.7 Categories of development and assessment - Operational Work d. Section 5.8 Categories of development and assessment - Building Work 4. a precinct of a zone may change the categories of development or assessment and this will be shown in the 'category of </div>
<p><u>Dotted, underlined words</u> – are words that have definitions linked to them (Use Definitions and Administrative Definitions). By clicking on the word, the definition window will pop up giving you the particular definition.</p>	<div data-bbox="708 1046 1461 1261" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> 1. The purpose of the Low-medium density residential zone is to provide for: <ul style="list-style-type: none"> a. a variety of low to medium density dwelling types; and b. community uses and small-scale services, facilities and infrastructure, to support local residents. 2. The purpose of the Low-medium density residential zone is achieved through the following overall outcomes: <ul style="list-style-type: none"> a. The Low-medium density residential zone provides for housing diversity including Dwelling houses, Dual occupancies, Rooming accommodation, Multiple dwellings and small-lot housing, close to the commercial centres of Gatton and Plainland. Housing diversity is provided to ensure that housing choice is provided to respond to the needs of the community. b. Development achieves a residential density commensurate with the low-density nature of the area of 25 dwellings to a hectare where: <ul style="list-style-type: none"> i. buildings are low-scale (i.e. no more than three storeys); ii. buildings improve the existing streetscape; iii. dwellings have a smaller building footprint to retain front and backyards. </div> <div data-bbox="708 1290 1083 1406" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>DWELLING HOUSES USE DEFINITION</p> <p>means a residential use of premises involving—</p> <ul style="list-style-type: none"> a. 1 dwelling and any domestic outbuildings associated with the dwelling; or b. 2 dwellings, 1 of which is a secondary dwelling, and any domestic outbuildings associated with other dwelling. </div> <div data-bbox="1107 1290 1353 1406" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>WATERWAYS ADMINISTRATIVE DEFINITION</p> <p>has the same meaning as the Waterways Act 1994.</p> <p><small>Water—A river, creek, stream, subcourse, drainage feature or site of the sea.</small></p> </div>

5.2 Navigating different sections

By default, the portal will always display the current version of the planning scheme. Check the top left of the navigation pane to find which version of the LVPS you are viewing and the date it commenced, or the status of an advertised amendment

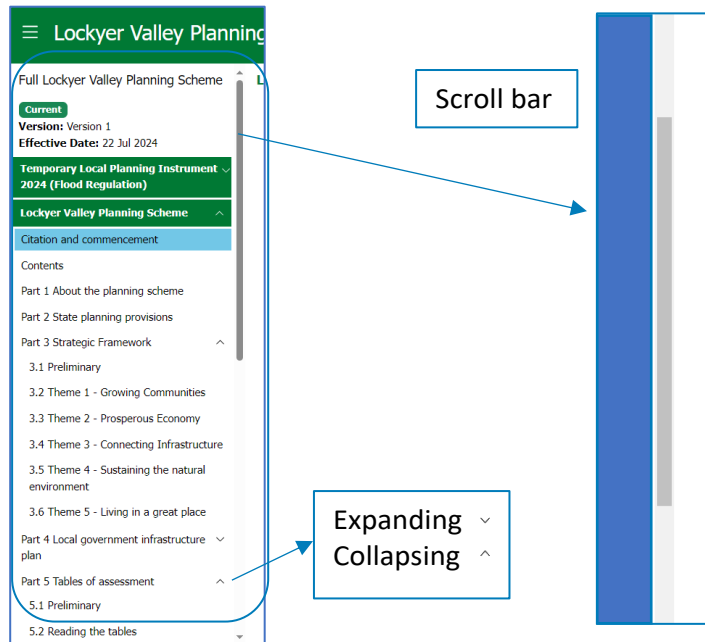
Example only:



This change button appears when a change or amendment has occurred to the planning scheme once adopted. You can view these changes by selecting this button.

To navigate around different parts of the planning scheme you can either:

1. Use the navigation panel on the left-hand side to select or move between the relevant sections, expanding, collapsing or scrolling parts as you need; or



2. Move between sections using the embedded links (blue, regular text). Use the 'back' button in your web browser to return to the previous section you were viewing or you can click Alt + left arrow on your keyboard to return to the previous page you were viewing.



OR

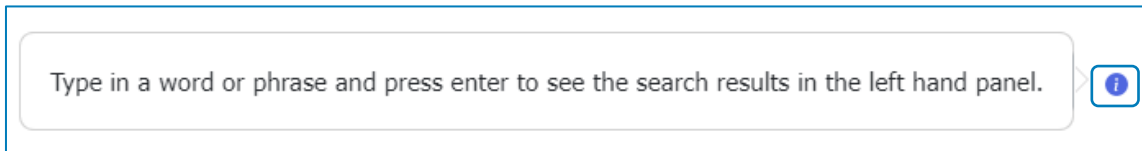


5.3 Searching for a Keyword

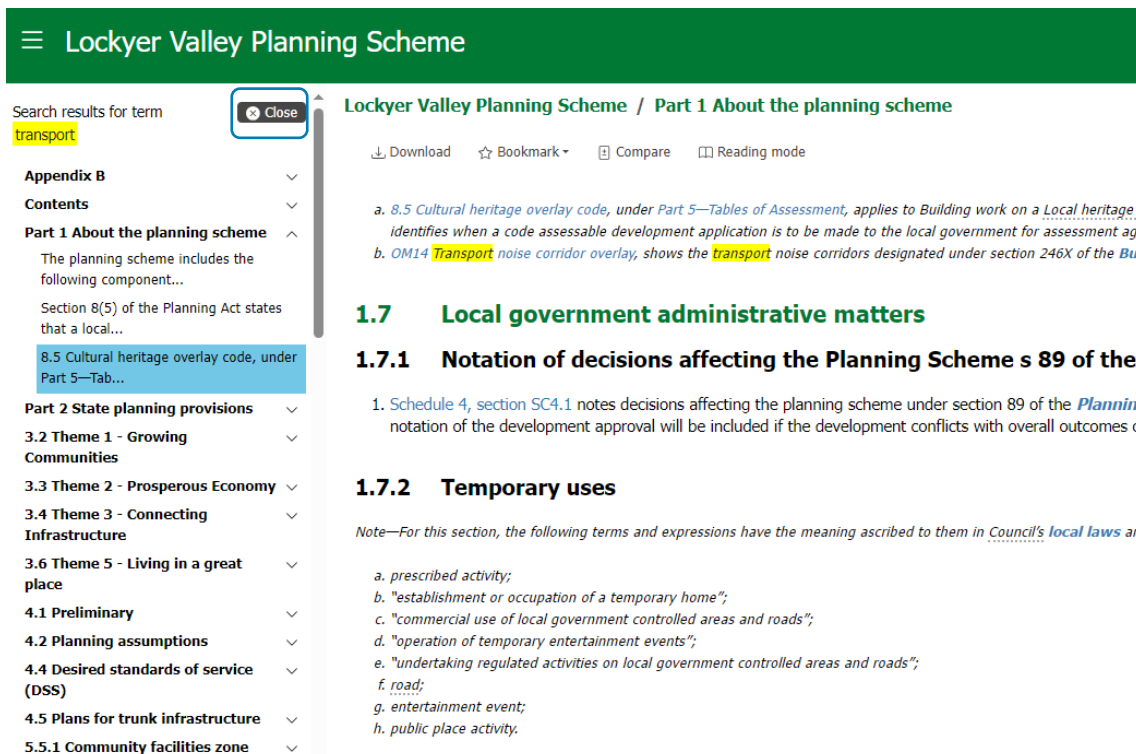
The portal allows you to search for a word or section within the LVPS from the landing page as well as the interactive viewer page. The search box is in the top right corner of the page, type in a word/s, phrase or section of the planning scheme and press enter.



You can also use the 'information icon' on the right-hand side of the search bar to access further instructions to help you find what you're looking for.



Use the 'close' button at the top of the search results window to close the search and return to the planning scheme navigation panel.



5.4 Downloading Documents

Lockyer Valley Planning Scheme / Part 8 Overlays / 8.4 Bushfire hazard overlay code

Download
Bookmark
Compare
Reading mode

This section
 Code compliance
8.4.1 Application

1. This code applies to development:

The portal allows for printing of either 'this section' of the LVPS or the 'Code Compliance response table'. All sections download in portable document format (PDF) and all Code Compliance response tables download as a Microsoft Word document (DOC).

Code compliance response tables are applicable for parts 8 (Overlays) and 9 (Development codes) of the LVPS and are only required when submitting a development application. Code compliance response tables may apply to other sections as the planning scheme is amended.

System print functionality will depend upon the computing device and browser you are using; however in most cases you can select a printing device or save the document as a PDF.

A copy of the LVPS will also be accessible on Council's website as a PDF via:

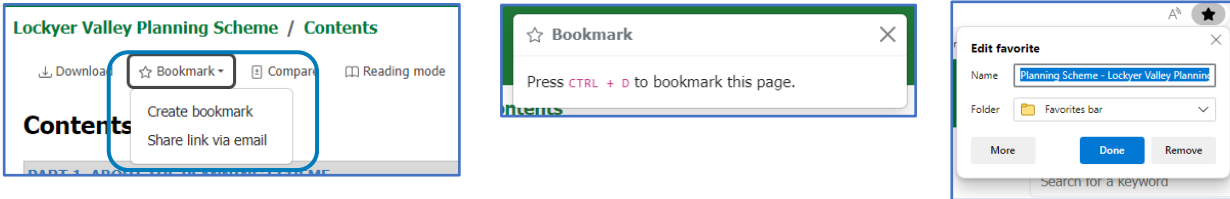
<https://www.lockyervalley.qld.gov.au/our-services/strategic-planning/new-planning-scheme>

Example of a Code Compliance response table:

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	Comments
8.10.3 Assessment benchmarks		
1. Assessment benchmarks for accepted development are shown with an asterisk (*) in the Acceptable outcomes column of the below table.		
Table 8.10-1: Scenic landscape overlay code — Assessment benchmarks for all accepted and assessable development		
Development other than infrastructure activities		
PO1 Development is located, designed and constructed to protect and minimise the loss of scenic landscape areas and is visually unobtrusive from viewing corridors and lookouts.	*AO1.1 Building and structures including Dwelling houses and domestic outbuildings in scenic landscape area blends into the landscape. AO1.2 Development avoids changing the landform within scenic landscape areas by stepping down slopes consistent with Figure 8.11-1: Maximum height and storeys in relation to slope. AO1.3 Development avoids creating reflection or glare.	

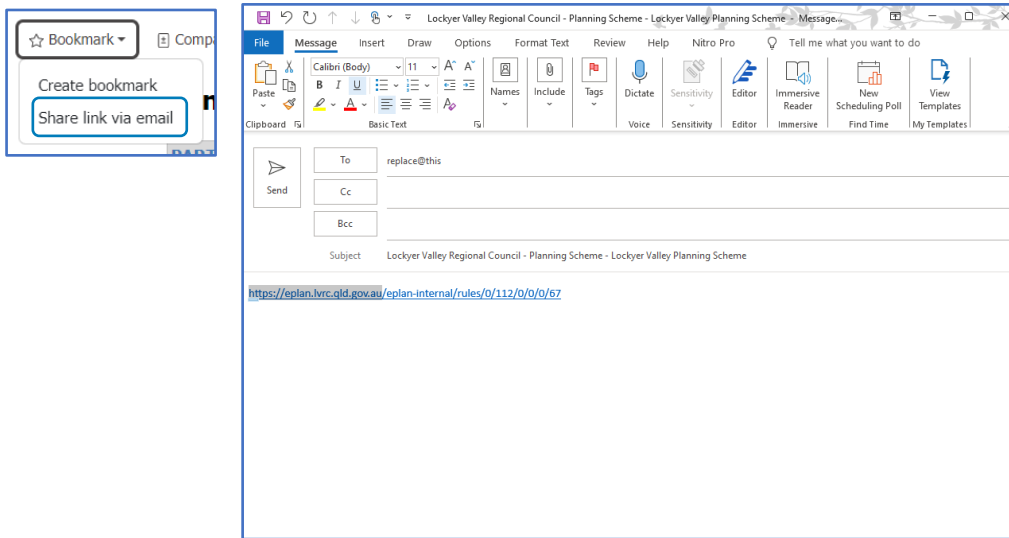
5.5 Bookmarking and Sharing links

The portal allows you to bookmark sections that you frequently view to make it easier and quicker to access them again in the future by utilising bookmarks, and favourites in your web browser. Follow the prompts on screen and title the bookmarked section to your preference.



Note: These instructions may vary depending on your web browser. View and manage bookmarks using the existing functionality in your web browser.

The portal also allows you to 'Share link via email', this will only share the current page you are viewing.



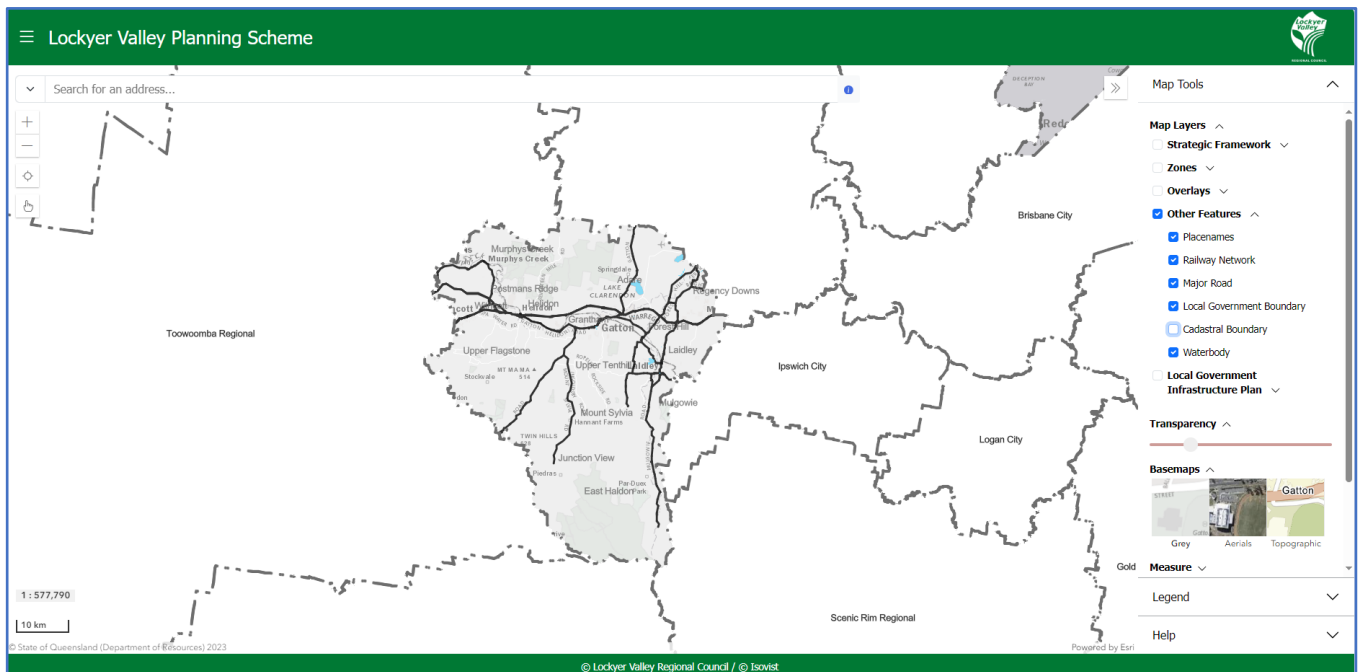
5.6 Viewing definitions

'Use definitions', 'Index of use definitions', 'Defined activity groups', 'Industry thresholds' and 'Administrative terms' are contained in Schedule 1 of the LVPS. All Use definitions will appear in blue text, by clicking on the blue text, the embedded link will take you to the relevant definition.

COLUMN 1 USE	COLUMN 2 DEFINITION
bulk landscape supplies	The use of premises for the bulk storage and sale of mainly non-packaged landscaping and gardening supplies, including, for example, soil, gravel, potting mix; <i>Excludes—Garden centre</i>
Car wash	The use of premises for the commercial cleaning of motor vehicles.
Caretaker's accommodation	The use of premises for a dwelling for a caretaker of a non-residential use on the same premises.
Cemetery	The use of premises for the interment of bodies or ashes after death. <i>Examples of a Cemetery—burial ground, columbarium, crypt, lawn cemetery, mausoleum, pet cemetery</i> <i>Excludes—Crematorium</i>
Childcare centre	The use of premises for the care, education and minding, but not residence, of children. <i>Examples of a Childcare centre—before or after school care, crèche, early childhood centre, kindergarten, vacation care</i> <i>Excludes—Home-based business where home-based childcare or family day care</i>
Club	The use of premises for— a. an association established for social, literary, political, sporting, athletic or other similar purposes; or b. preparing and selling food and drink, if the use is ancillary to the use in paragraph a. <i>Examples of a Club—bowls club, club house, guide or scout club, RSL</i> <i>Excludes—Food and drink outlet, Bar, Hotel, Nightclub entertainment facility</i>

For all other embedded links within the planning scheme please refer to [5.1 Embedded links](#) within the scheme of the user guide.

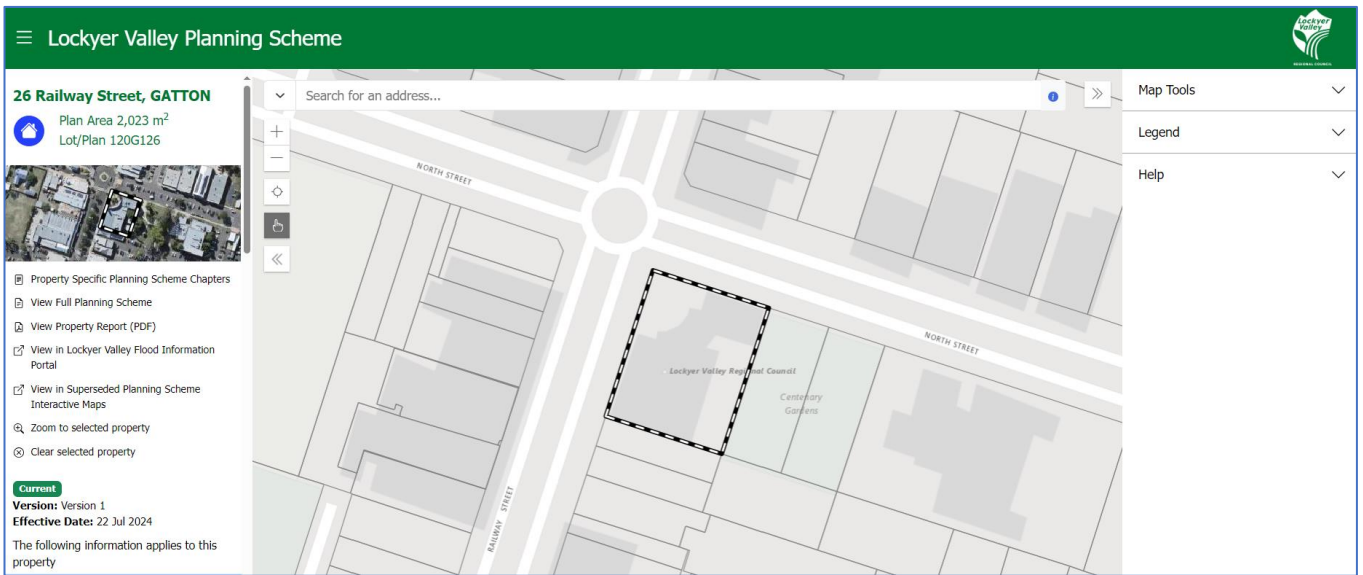
6. Online Interactive Mapping

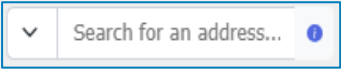
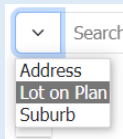






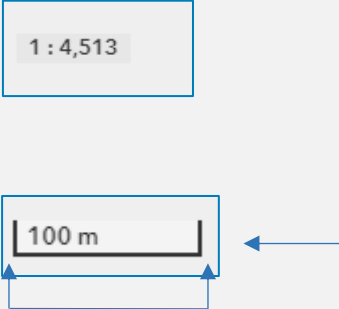

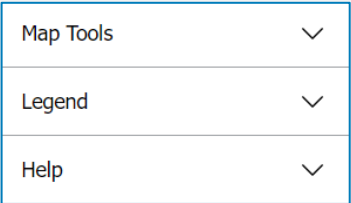


This section of the guide will help you use the interactive mapping and property filtered views. Here you will find information about:

- [Map Features](#) (e.g. Zooming, find my location, map clicker);
- [Searching for a property](#) (by address, lot and plan or suburb);
- [Map tools](#) (Map layers, transparency, base maps, measuring tools, text, and print); and
- [Property Details and Navigation Panel](#)

6.1 Map Features

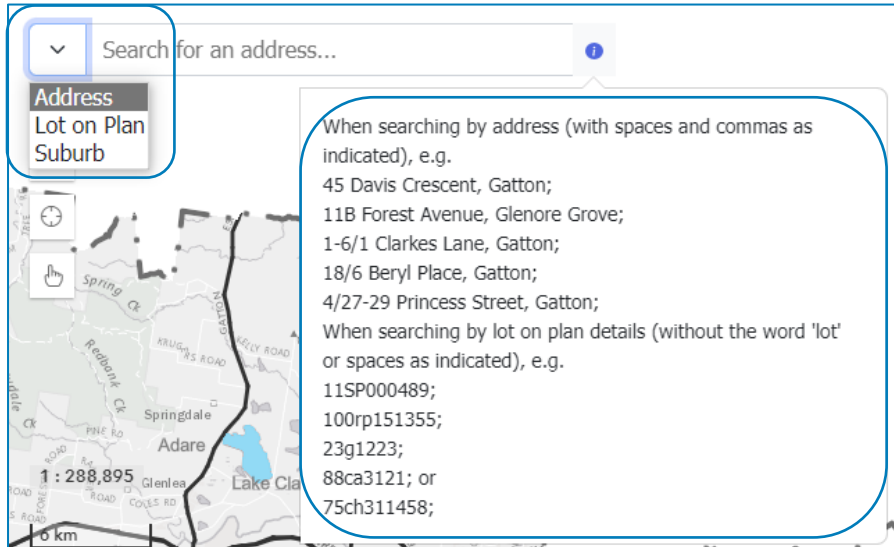


LOCATED	FEATURE	WHAT IT DOES
Top of page		Search bar – with drop-down option and information icon. Enter either a property address or lot on plan details.
Left hand side of search bar		Drop-down arrow – this allows you to search for either a property address, by lot on plan details or suburb.
Right hand side of search bar		Information icon – this feature provides examples on how to search for different address and lot on plan types.
Under search bar, along left side of page	 Zoom In Zoom out	Zoom options– these allows you to zoom in closer or zoom out further on the map.

<p>Along left side of page, under zoom options</p>		<p>Find my location – this feature will ask you for permission to access your location. If selecting yes, it will access your location identifying where you are located on the map. (Assuming you are located within the LG Area at the time)</p>
<p>Along left of page, under find my location</p>		<p>Map clicker - This allows you to click on properties within the map (if close enough). The icon will tell you If you are too far zoomed out to be able to select a property. If so, you will need to zoom in on the map a little more to be able to select a property.</p>
<p>Bottom left corner</p>		<p>Mapping scales – map scales refer to the ratio between distance on a map and the corresponding distance on the ground. For example, 1:100000 scale map, means 1cm on the map equals 1km on the ground.</p> <p>Between the two black lines shows that it reflects to be 100m on the map. Both scales change and adjust when zooming in and out of the map.</p>
<p>Top right corner, beside map tools panel</p>	 <p>Expand Collapse</p>	<p>Expand and collapse map tools panel.</p>
<p>Right side of map page</p>		<p>Map tools panel includes legend and help features.</p>
<p>Within right side map tools panel, second drop down</p>		<p>Legend – is the visual explanation of the symbols and colours identified on the map.</p>
<p>Within right side map tools panel, third drop down</p>		<p>Help - this help panel provides information on how to find a property within the map and how to use the map, measurement and draw tools.</p>

6.2 Searching for a property

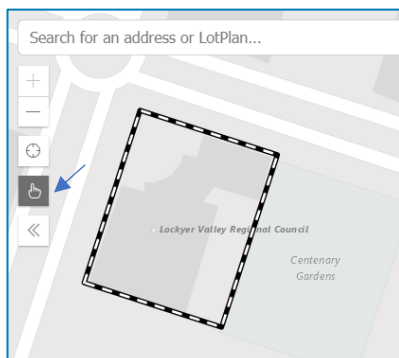
Using the drop-down option on the left-hand side of the search bar you can select your preferred search method of either address, lot on plan or suburb. Select your preferred search method and enter either the address, lot on plan or suburb details of the property. The information icon at the end of the search bar, will provide some helpful examples on how to search for different address and lot on plan types.



Note:

- Spaces, dashes, and slashes are used as appropriate (see examples above);*
- When searching by lot on plan details ensure you are using the correct search format (without the word 'lot' or spaces as indicated), example 11SP000489;*
- The text matching takes a second or two to catch up with your typing (depending on how fast you type), so start typing and then pause and wait for the system to display the list of potential property matches, as illustrated below. Either select from the list of matches or type further characters to narrow down the search further;*
- Search results may take some time to appear on the map for the first property (as it is loading the data), but subsequent searches will be faster; and*
- It may take some time for newly created properties to become available in the tool, as the planning scheme needs to be formally amended to incorporate updated property boundaries.*

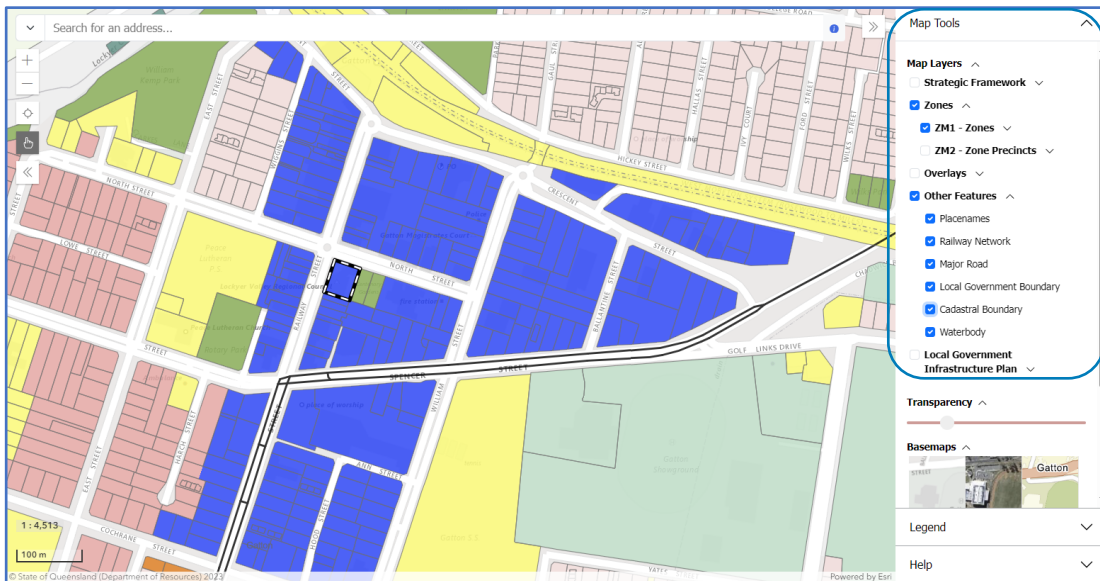
Alternatively, you can use the map clicker to select a property by panning (dragging the centre of the map to re-position it) and by zooming in and out to locate the desired property. Once found, click on the property. The boundary will display with a black and white border on the map and the property details will appear in the left-hand side in the navigation panel.



6.3 Map Tools

Map layers

Using the map tools panel on the right-hand side of the page, you can view all available mapping layers such as the Strategic Framework, Zones, Overlays (e.g. steep land, bushfire, biodiversity, flood), other features like railway network, cadastral boundary, and waterbody and the Local Government infrastructure plan (LGIP). You can turn these layers on or off by using the relevant checkboxes. If you have ticked the box against a particular layer and it is not appearing on the map, it may be that you need to zoom in or out for it to load the data.



Transparency

You can use the Transparency slider (illustrated below) to improve the visibility of information on the map. For example, the zone layer uses block-shading (coloured polygons) which can obscure the aerial imagery underneath. By adjusting the transparency, you can still see the aerial imagery (houses, roads, trees etc.) while viewing the zones.



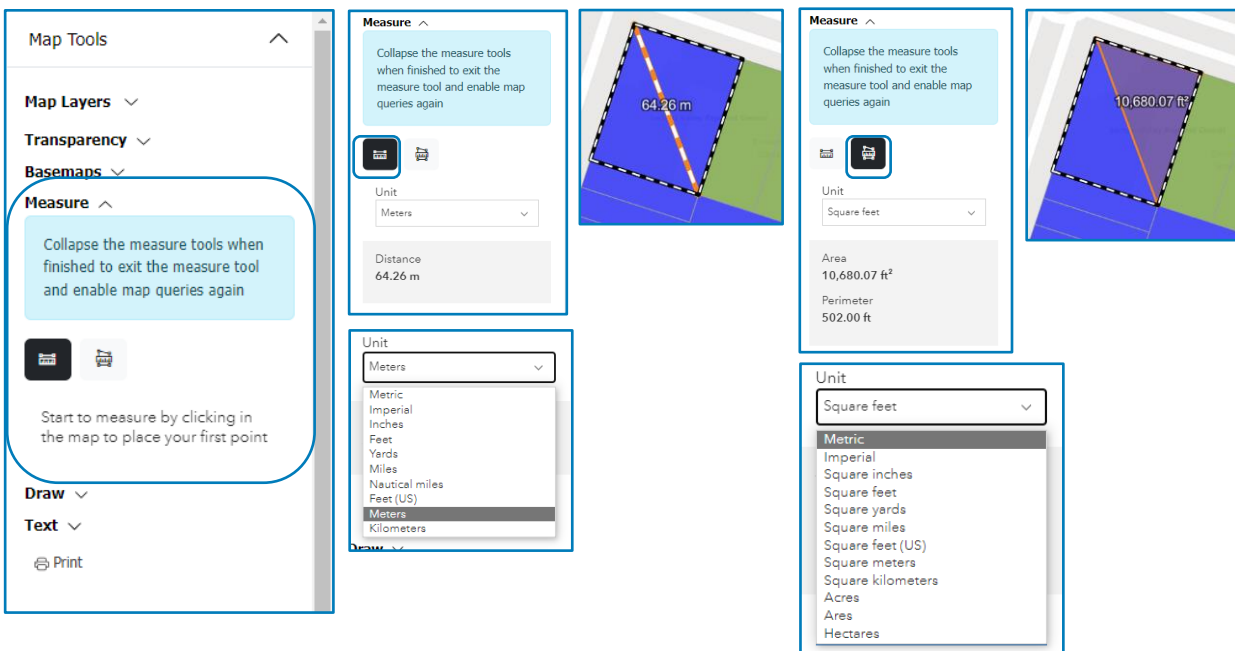
Basemaps

Basemaps serve as a reference map on which you can overlay the planning scheme data from the map layers and visualise geographic information. Basemap options such as cadastre (property and road boundaries), aerial imagery and topographic (detailed physical features on the earth's surface such as hills and gullies) are available to help you best visualise the map layer over your property.



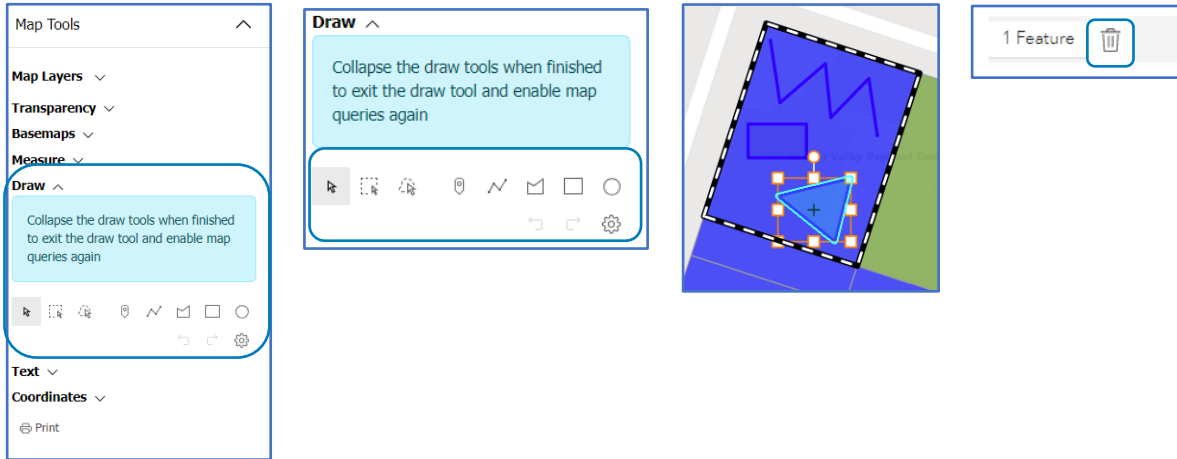
Measuring tools

Measurement tools are for measuring distance (by drawing a line on the map) or area (by drawing a polygon or multi-sided shape on the map). Click on the map to start drawing, and double click to finish. The tool will automatically calculate the measurement for you. You can also change the measuring unit.



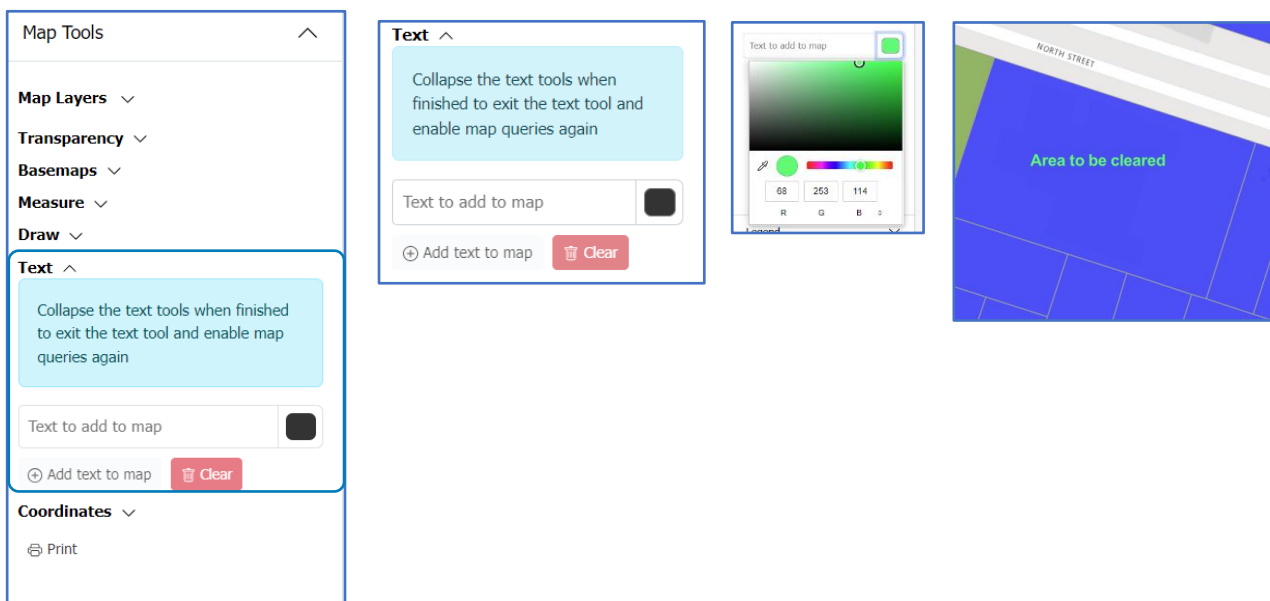
Drawing tools

Drawing tools allow you to place points, lines, and shapes on the map. With some shapes, you can rotate, move, or edit them as required. There is also a delete feature available to delete either some or all the features you've drawn.



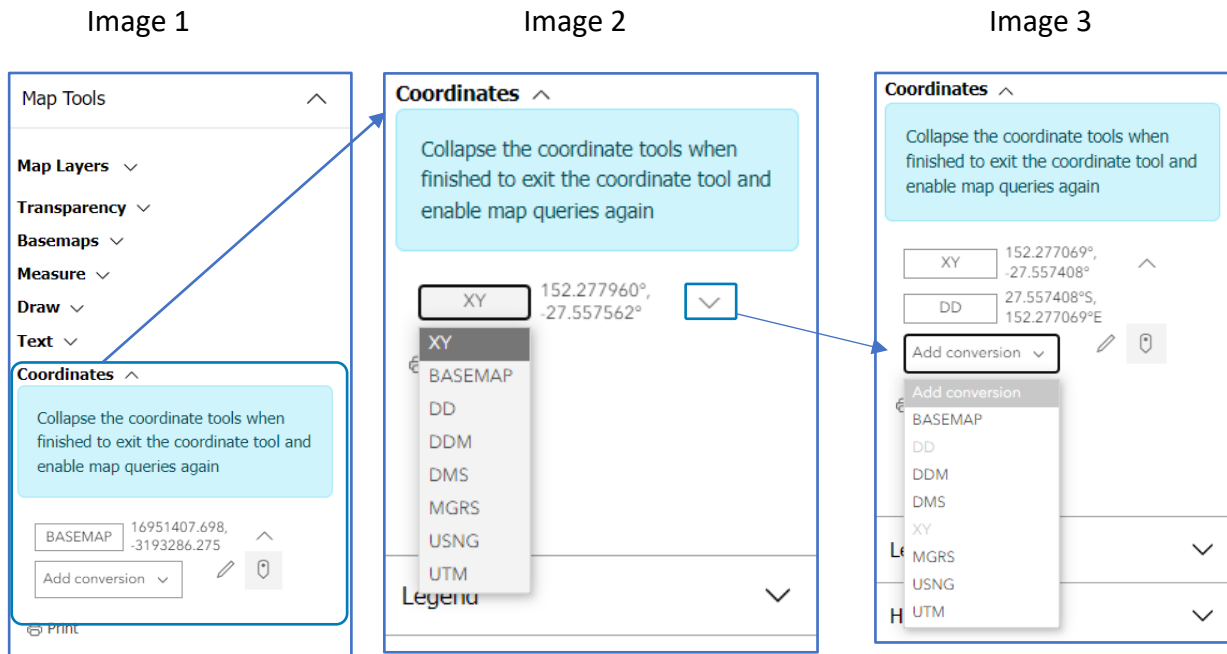
Text tools

Text tools are so you can enter text, by clicking on the map you can place the text in your preferred position, you can also change the colour and shading of the text.



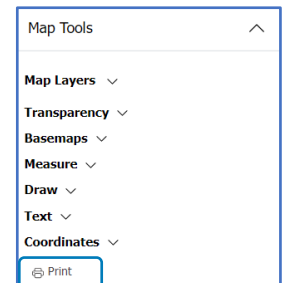
Coordinates

The Coordinates function will provide you with the longitude and latitude for a specific point on the map by selecting a point (image 1). You can select the relevant format you want the coordinates to be displayed in (image 2) and conduct a conversion between the different formats.



Print

Selecting print will provide you with a downloadable PDF copy of the current screen or property you are viewing with any edits you have made with the map tools, a legend of the map layers and the date printed.




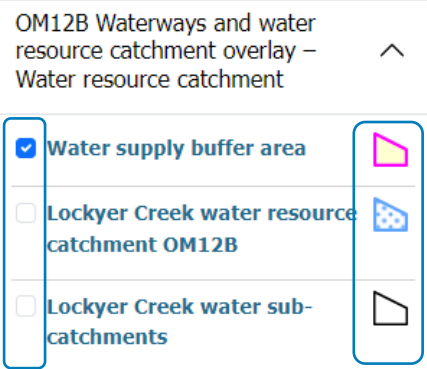
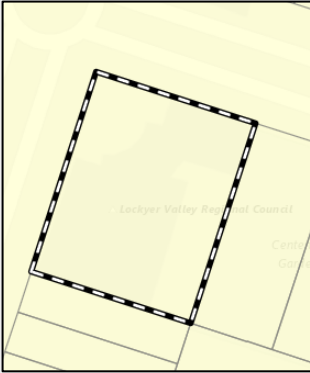
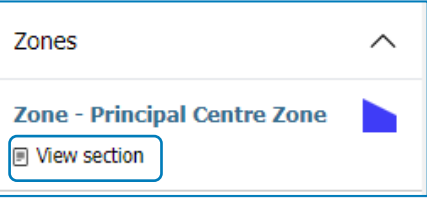

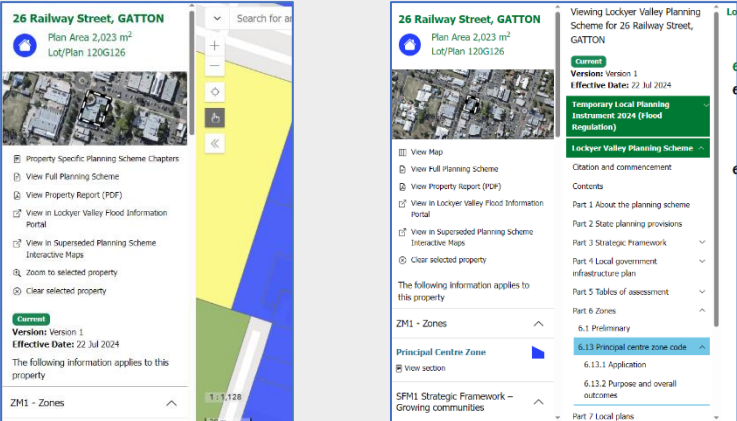
6.4 Property Details and Navigation Panel

When you have searched a property using the online interactive mapping, a navigation panel will appear on the left-hand side. Here you will be able to view the relevant information that is applicable to the property.

Within the navigation panel, you will find the property details along with links to:

NAVIGATION PANEL	LINK/USE	WILL TAKE YOU TO
<p>26 Railway Street, GATTON  Lot/Plan 120G126</p> 	<p>The top of the navigation panel displays the property address, lot and plan details and a picture of the property in aerial map view with the property boundary border black and white.</p>	
<p> Property Specific Planning Scheme Chapters</p>	<p>Property specific Planning Scheme Chapters.</p>	<p>View the planning scheme chapters applicable to the property, based on the zone, precinct (and/or local plan) and any other overlays which apply.</p>
<p> View Full Planning Scheme</p>	<p>View the full Planning Scheme.</p>	<p>View the full planning scheme.</p>
<p> View Property Report (PDF)</p>	<p>View Property Report (PDF).</p>	<p>A PDF printable property report with all the relevant LVPS layers related to the property.</p>
<p> View in Lockyer Valley Flood Information Portal</p>	<p>View in the Lockyer Valley Flood information Portal (FIP).</p>	<p>Council's FIP, auto populating the property details and relevant information.</p>
<p> View in Superseded Planning Scheme Interactive Maps</p>	<p>View in Council's Superseded Planning Scheme Interactive Mapping.</p>	<p>Council's <u>superseded</u> ePlan mapping.</p>
<p> Zoom to selected property</p>	<p>Zoom to the selected property.</p>	<p>This is a helpful tool if you have moved around to other areas on the map and want to quickly get back to the property you were originally looking at.</p>
<p> Clear selected property</p>	<p>Clear Selected Property.</p>	<p>This will clear or remove any address searched along with its relevant data and take you back to the planning scheme navigation panel.</p>
<p>The following information applies to this property</p>	<p>The following information applies to this property.</p>	<p>Shows all the map layers and information applicable to the property.</p>

Other features within the navigation panel:

NAVIGATION PANEL	HOW TO USE
	<p>Expand and collapse the map groups to navigate around the layers.</p>
	<p>Selecting and unselecting the check boxes, you will see the applicable layer/s on the map view based off its symbology (map legend and colour), example below.</p> 
	<p>Selecting 'View section' under the map layer name (e.g. Principal centre zone), the relevant section of the planning scheme will appear, along with the navigation panel for the planning scheme content.</p>
	<p>When viewing the relevant section in the planning scheme and wanting to return to the map view, click the 'view map' option below the property details. You will then be taken back to the interactive map view. This option will only appear when viewing the planning scheme content.</p> <p>Here is an example of both views:</p> 

7. Submissions

The Lockyer Valley Planning Scheme Portal includes an online submissions portal where you can have your say on any advertised amendments to the planning scheme.

Council will consider every 'properly made' submission and will prepare a consultation report explaining how Council has dealt with each submission. The report will be made available on Council's website. Each person who made a properly made submission will be provided a response to their submission/s once the report has been published on Council's website.

What is a 'properly made' submission'?

A properly made submission involves providing feedback that is relevant, clear, and concise. This could include providing suggestions for improvements or changes to the planning scheme, highlighting any concerns or issues that you have, and providing any additional information that may be relevant to the consultation process.

It is important to ensure that your submission is submitted in the appropriate criteria necessary to be considered a 'properly made' submission, this criteria includes:

- ✓ Full Name
- ✓ Address (where you currently reside or business address)
- ✓ Contact Details (phone and email address)
- ✓ Supporting Information about your submission with details and facts (correct addresses and lot and plan description, related images, or reports)
- ✓ If making a hard copy submission, it **must** be signed by all persons making a submission and **received by or before the end of the advertised period.**
- ✓ If making an electronic submission it **must** be submitted **before midnight on the last day of the advertised period.**

It is important to carefully review these requirements before lodging your submission to ensure that your submission meets all the necessary criteria for a 'properly made' submission.

There are four ways to make a submission - within the portal's online interactive viewer, through the online submission's portal, via hard copy and by email. All options are explained further below:

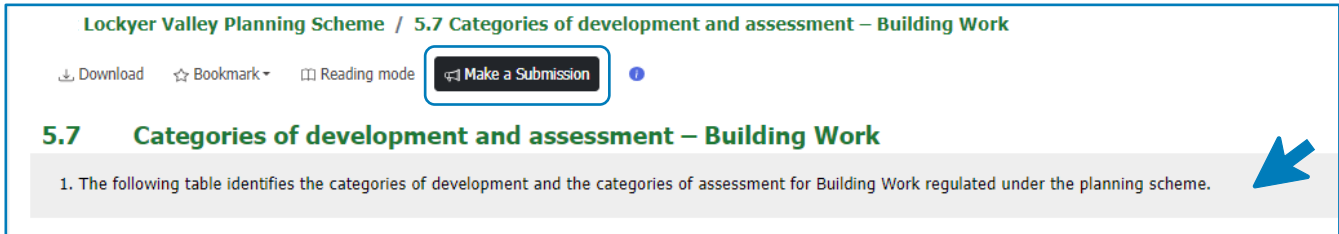
7.1 Making a Submission – Hard Copy or Email

When an amendment is out for consultation, you will find a 'How to have your say' Information sheet at any of Council's customer service centres, on Council's website to download and print or a hard copy available at Council's consultation pop ups. These information sheets will provide information on community consultation and how to make a submission. On the back of this information sheet you will find the submissions form. Fill in the required fields, include any supporting documentation and either give it to one of Council's staff members to submit on your behalf OR email a **signed** copy to planningscheme@lvrc.qld.gov.au.

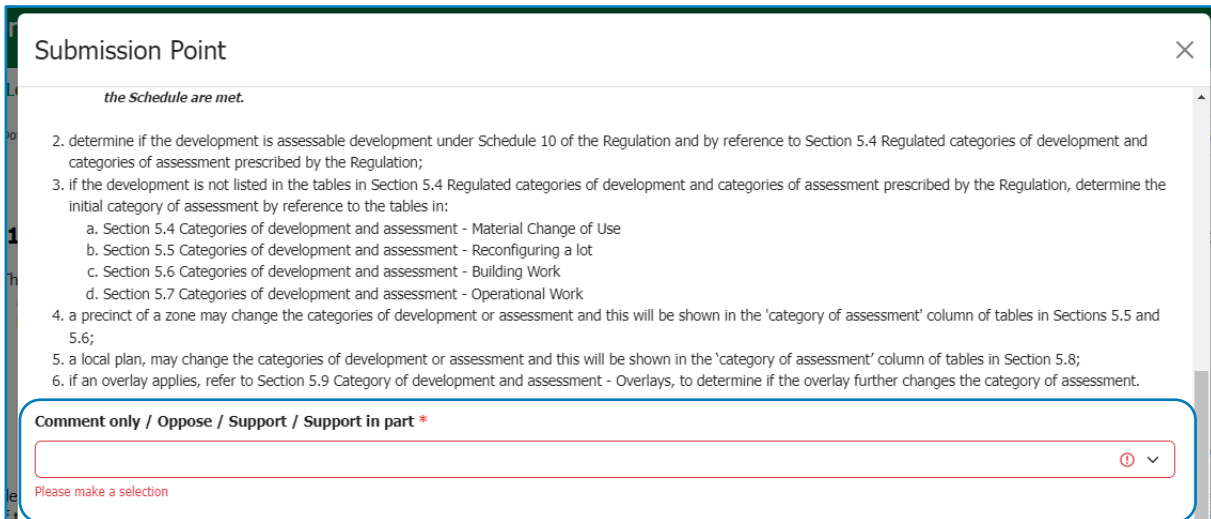
Council will accept any hard or written submission that meets all the required 'properly made' criteria. Please ensure a legible hard or written submission is provided.

7.2 Making a Submission – Online Interactive Viewer

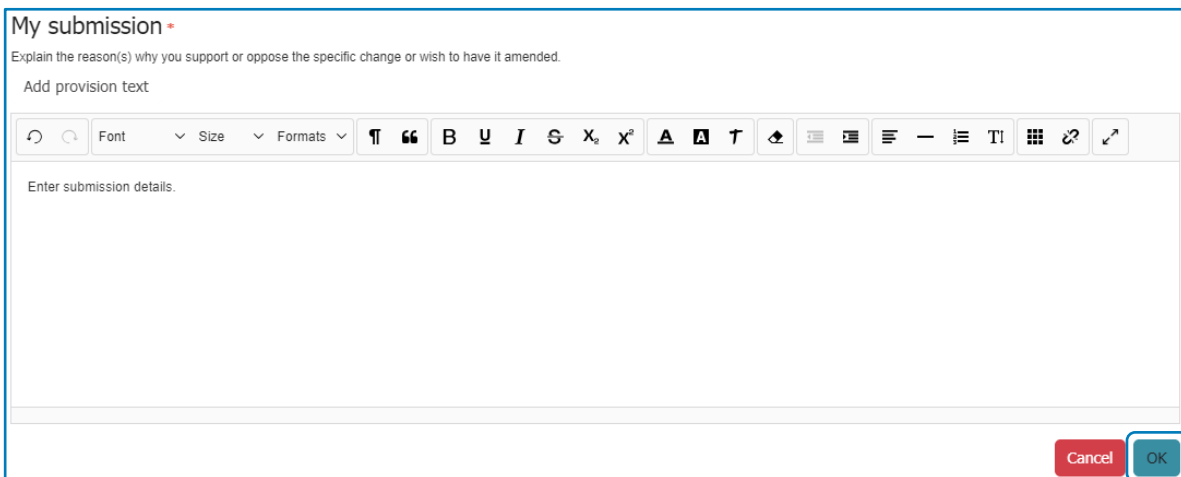
When you have identified a part, section or map of the planning scheme, that you would like to make a submission about, select 'Make a Submission' at the top of the page. The make a submission box will turn black. Select the part on the page that you would like to make a submission about. All fields of the page will highlight or turn grey when hovering over them. Select whichever field you would like to make a submission against.



Once selected, the 'Submission Point' pop-up box will appear, having all the relevant components auto populated based off of the part in which you selected to make a submission (if any of the information is incorrect, ensure to correct before submitting). Scrolling down, you are required to identify what type of submission you are making by choosing from the drop-down arrow options.



Next, 'My submission' - explain the reason/s why you support or oppose the specific change or request to have it amended. A formatting toolbar (e.g. bold, italics, bullets) is available to help you structure and present your feedback or submission clearly. Please ensure you explain in what way you support or oppose to the proposed planning scheme, including reasons. Then press ok.



Continue to make comment on as many changed provisions as you like (e.g. you may wish to comment on several different parts or sections of the planning scheme). A count will appear at the top of the page of how many submissions or points you have created.

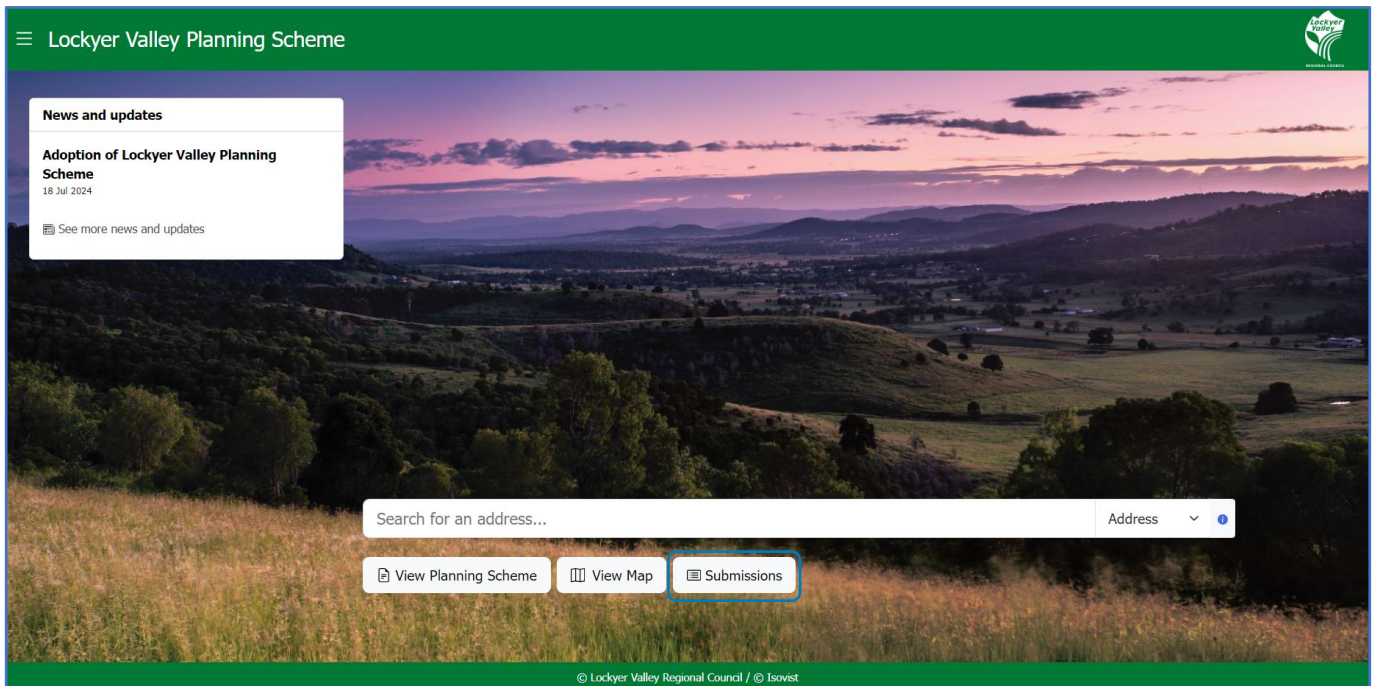
Once you have finished recording your comments, click on 'View/Edit (#) Point', the next screen will list your 'Draft Submission'. You can view, edit, or delete any of the points in the list. Once you have reviewed and finalised your points, select 'save draft'.

Next, 'Submitter details' - you will be required to complete the submitter details, including making a submission reference. Here you can enter your name or anyone else's name or information if you are submitting on behalf of someone else. Then select ok.

Next, 'Submission – Submissions Config' – Here you can review all your submissions components and include any attachments you wish to include with your submission/s. All the common or standard file types are supported, such as PDF, Word document, Excel spreadsheet and JPG images. Once you have uploaded the files you wish to include, select submit to submit your submission.

7.3 Making a submission – Online submissions portal

The online submissions portal is accessible from the Portals home page:



You will be prompted to login to an existing account (if you have already registered) or register for a new account. To provide either feedback or submission/s on the planning scheme, you must first register for an account. Once registered, log in.

The image shows a login and registration form. It has two input fields: 'Email' and 'Password'. The 'Email' field has a red error message below it: 'The Email field is required.' The 'Password' field also has a red error message below it: 'The Password field is required.' Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button labeled 'Login'. To the right of the 'Login' button is a button labeled 'Sign up for an account'. Below the 'Login' button are two links: 'Forgotten your password?' and 'Resend account confirmation email'.



My Submissions – to create a new submission select the new submission button in the top right corner.

Then select the make a submission button in the first row, fifth column.



New submission – submissions config: Whilst council will attempt to remove any identifying information, please note that submissions or excerpts of submissions may be included in reports sent to the Queensland Government, which may be published on Council’s or the State’s website.

Select a consultation to see more details

consultation ↓↑		Status ↓↑		
	Submissions Config	Submissions Open		Make submission

Contact details: Complete the entire form below with your contact details. These details will be used to contact you about your submission and select ‘ok’ once completed.

Consultations / Submissions Config / Draft / Michaella Alexander

New submission - Submissions Config

Contact details

Please confirm the details we should use to make contact about this submission

First name *

 4 / 250

Last name *

 5 / 250

Organisation / Company name

 0 / 250

Contact name

 5 / 250

Submitter details: You will be requested to complete the submitter details, including a submission reference. Here you can enter your name or anyone else’s name and information if you are submitting on behalf of someone else. Then select ok.

Submitter details

Please confirm the following details for this submission

Submission reference ⓘ

 0 / 100

Are you submitting on behalf of another party? ⓘ

[Cancel Submission](#) [OK](#)

[Cancel Submission](#) [Discard Changes](#) [OK](#)

Submission point: For each submission point, you can select which section, subsection, and provision of the planning scheme you would like to make a comment on by using the drop-down boxes. Once you have selected the relevant provision, the content of that provision will appear below, so that you can confirm you have the right information (change your selection if required). You can also indicate if you wish to oppose, support, support in the part or comment only on the selected provision.

If your submission does not relate to a particular provision of the planning scheme and is more general in nature (or relates to a specific property or location), select 'Not related to updates in the consultation package' and 'General' from the drop-down boxes.

Next, explain the reason/s why you support or oppose the specific change or wish to have amended. A formatting toolbar (e.g. bold, italics, bullets) is available to help you structure and present your submission clearly. Please ensure you explain in what way you support or oppose the proposed amendment, including reasons. Review your submissions components and include any attachments you wish to incorporate with your submission. The file types supported include PDF, Word documents, Excel spreadsheets and JPG images. Once you have uploaded the file/s you wish to include, select 'Save New Point'.

If you have not completed your submission/s you can close the 'Submission – Submissions Config' window and come back to it later. When you are satisfied that all your submission points are complete, please use the 'Submit' button to lodge your submission/s to Council.

It is

important to carefully review before lodging your submission to ensure that your submission meets all the necessary criteria for a 'properly made' submission.

Please note that if you are a registered user in the online submissions portal and have a saved submission, this is not submitted to Council. If the finish date for consultation is approaching, the portal will automatically send you an email reminder to complete and submit your submission.

8. Version History

VERSION	DESCRIPTION	DATE
1	Original version of the document.	19 July 2023
2	Revision	29 July 2023
3	Revision	26 July 2024