

ONLINE SERVICES PORTAL

HOW TO TRACK A DEVELOPMENT APPLICATION

STEP 1

Navigate to council's website at www.centralhighlands.qld.gov.au

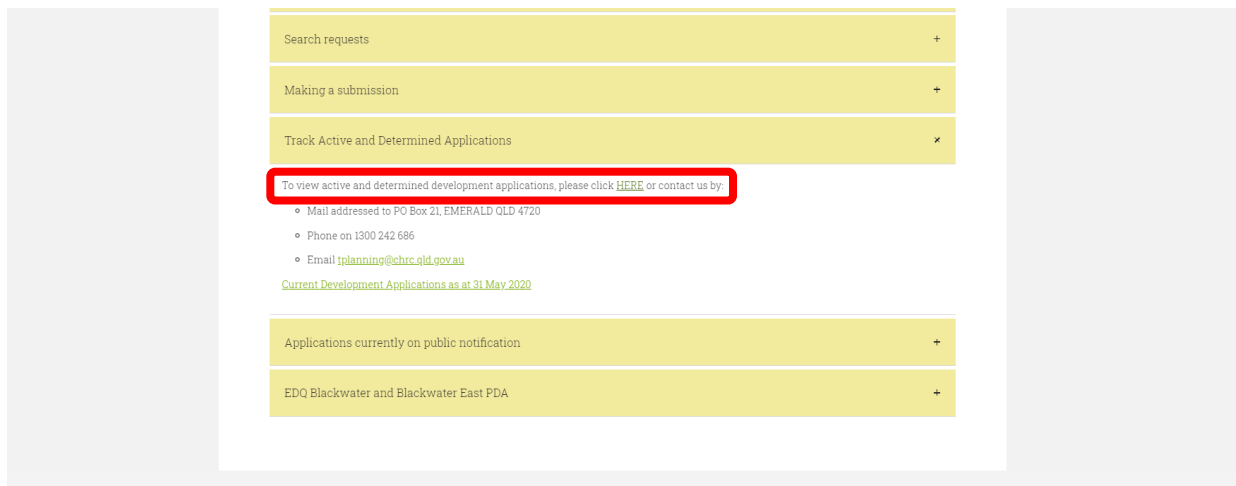
STEP 2

On the home page, hover over the 'Building, Planning and Projects' heading in the black bar.

Navigate your mouse to the 'Planning and development information' menu item and click on it.

STEP 3

You will be redirected to the 'Planning and development information' page. Scroll down to the 'Track active and determined applications' drop down and click on the plus symbol. Then click on the link to view lodged applications.



The screenshot shows a dropdown menu with the following items:

- Search requests +
- Making a submission +
- Track Active and Determined Applications ×

Below the 'Track Active and Determined Applications' item, a red box highlights the text: "To view active and determined development applications, please click [HERE](#) or contact us by:"

- Mail addressed to PO Box 21, EMERALD QLD 4720
- Phone on 1300 242 686
- Email planning@chrc.qld.gov.au

Below the red box, there is a link: [Current Development Applications as at 31 May 2020](#)

Below the link, there are two more items in the dropdown menu:

- Applications currently on public notification +
- EDO Blackwater and Blackwater East PDA +

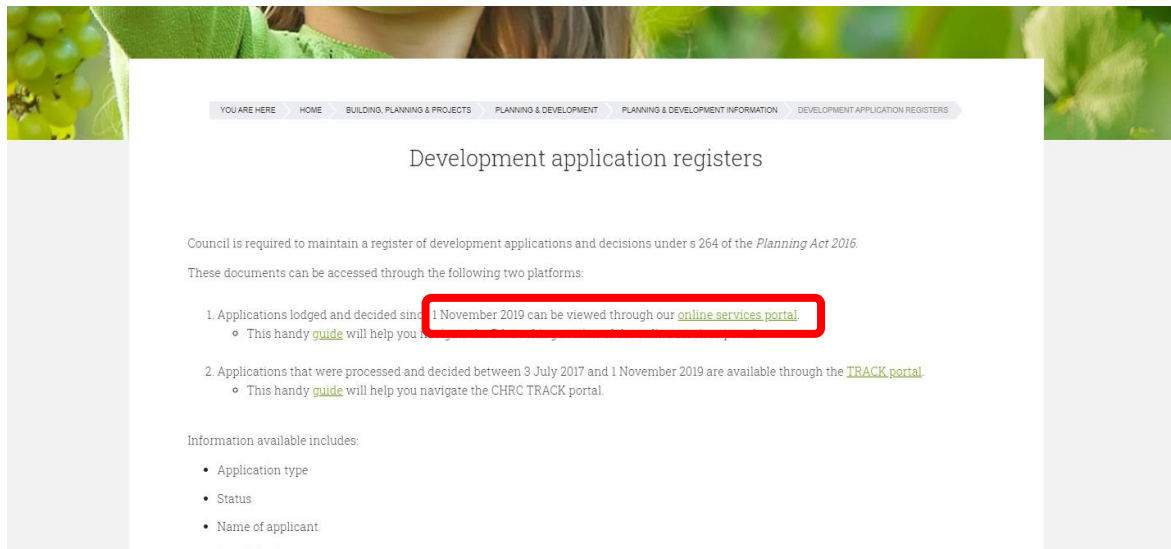
A disclaimer will pop up on the screen. Please read this carefully and then hit the 'Agree' button located at the bottom right of the page.

STEP 4

You will now come to the 'Development applications register' page. From here there are two options for viewing lodged applications.

If you are wanting to access documentation relating to an application lodged between 3 July 2017 and 1 November 2019 follow the TRACK portal link.

If you are wanting to view an application made after 1 November 2019 hit the online services portal link.



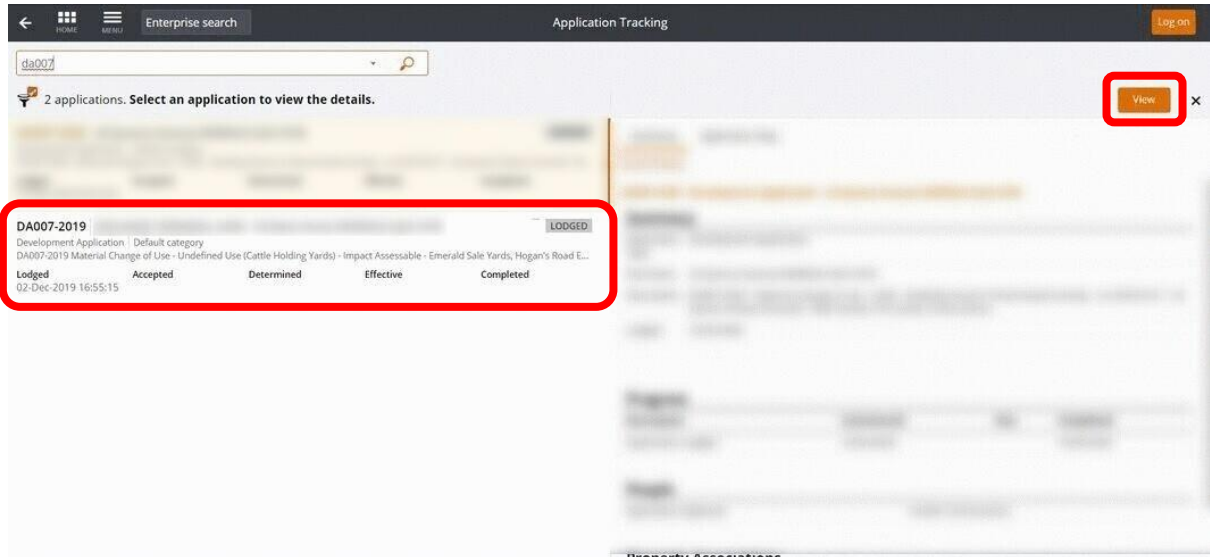
STEP 5

In the portal click on 'Application tracking'.



STEP 6

In the search bar, type your DA number or address if the DA number is unknown. Select the appropriate application from the search results and click 'View' in the top right corner.



STEP 7

You are now able to see your DA application details, including your summary and application map, application stream and any attachments.

You can navigate through these by clicking on the corresponding tile on the left-hand side menu.

You are also able to view the summary and the application map by clicking the 2 tiles at the bottom on the right.

