DART Reference: _____

T 1300 79 49 29
F (07) 4197 4455
E enquiry@frasercoast.qld.gov.au
www.frasercoast.qld.gov.au

Return Information: (Form must be returned with payment via cheque, cash or credit Card details)
Fax: 07 4197 4455 Post: PO Box 1943, Hervey Bay In Person: Council Administration Centres

DART Meeting Request Form

The purpose of a "DART" (Development Assessment Review Team) Meeting is to provide an opportunity for applicants and Council to discuss key issues relevant to the assessment of a proposal prior to lodging a development application.

DART Meetings are intended to assist prospective applicants in preparing and submitting a formal IDAS application.

DART Meetings are a chargeable service – Non complex $364.00 – Complex $728.00, a minimum fee of $364.00 is payable when lodging the request. The complexity of the application will be determined by the Executive Manager, Development Assessment, the applicant will be advised if an additional amount of $364.00 is required. Appointments are allowed a duration of up to one hour, unless a greater amount of time is allocated by Council as determined necessary.

The effectiveness of the DART Meeting service is maximised where sufficient information about the proposal is provided to Council prior to the meeting. Such information assists Council in preparing for the DART Meeting, ensuring that the appropriate officers attend the meeting and that the relevant issues are raised.

The applicant accepts that:

- A DART Meeting is for discussion and clarification purposes only and not intended to pre-empt a final decision in relation to a development application. It does not indicate in any way the outcome of any subsequent application, which will be the subject of a detailed assessment in accordance with the *Sustainable Planning Act 2009* and the relevant *Planning Scheme*.
- Advice will be given on issues raised by the applicant prior to the meeting. Other issues may be raised by Council during the DART Meeting. Council Officers may not be able to identify all relevant issues during DART Meetings; these will be identified during the assessment when the IDAS application with supporting information has been lodged.
- Minutes of the DART Meeting will be taken and forwarded to the applicant, also, attendees are encouraged to take their own notes to confirm the contents of minutes.

DART Meeting Requests (including the required supporting information) must be received by Council at least 10 business days prior to the meeting. Applications can be received in hard copy or electronically. Faxed requests will not be accepted due to the loss of detail on plans that occurs in transmission. All requested information should be forwarded to Council with this request.

PLEASE NOTE – DART Meeting Requests may be refused where information is insufficient, unsuitable or the response to a request can be easily given from one Council Officer.

Completion of all sections of this form is mandatory in order to be considered for a DART Meeting.

Type of DART Meeting requested: (Select multiple for combined applications)

☐ Relating to a Material Change of Use (MCU – Impact Assessment)

☐ Relating to a Material Change of Use (MCU – Code Assessment)

☐ Relating to a Reconfiguration of a Lot (ROL))

Contact for this request:

Name	
Address	
	Email
Company	
Business Ph	Business Fax

Subject Site Details: (These details can be obtained by contacting Council on 1300 794 929)

Street Address
Locality / Suburb
Lot & Plan Number/s

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act* 2009.
For further information please contact **Councils Planning Customer Service Officer on 1300 79 49 29.**

Proposal Details:

Use: *(as defined in the Hervey Bay Planning Scheme)*	
Description/Overview of the proposal:	
No. of Lots:	Average Area of Lots:
Residential Density:	No. of Units:
No. of Storeys:	Plot Ratio:
Gross Floor Area:	Total Use Area:
Site Coverage:	No. of Bedrooms:
No. of Car Parks:	No. of Employees:
Hours of Operation:	Park Dedication:

Current use of site and adjoining/surrounding land uses:

Issues to be discussed at the DART Meeting:

(Issues stated must be specific and must reference specific Scheme Provisions)

Meeting Preferences:

Preferred Date/s:	Preferred Time/s:

Every effort will be made to nominate a meeting time (limited to a maximum of 1 hour) within 2-3 weeks from receipt of a valid request, however heavy demands may cause delays.

Applicant Participant Name:	Role:

Attachments

Please include plans for the proposed development drawn to scale.
Plans should include:

		Circle Yes or N/A	
a)	Locality Plan	YES	N/A
b)	Site Plans (1:200/1:500/1:1000) listing details of correct address and lot on plan;	YES	N/A
b)	Floor Plans (1:100/1:200) detailing layout;	YES	N/A
d)	Basic Elevations (1:25) to indicate height of proposed development.	YES	N/A

Payment Details

Please indicate how payment is to be made

☐ Cheque

☐ Contact details to arrange payment

Name	
Company	
Business Ph ☐☐ ☐☐☐☐ ☐☐☐☐	Email

OFFICE USE ONLY

DART Meeting Arrangements

DATE:	**INTERNAL ATTENDEES:**
TIME:	
VENUE:	
DOCS REFERENCE:	
APPLICANT CONFIRMATION:	

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