

PRE-LODGEMENT REQUEST FORM

DEVELOPMENT & PLANNING

This form must be used when submitting a request for pre-lodgement information to discuss a proposed development, prior to lodgement of a development application. Pre-lodgement advice is suitable for site specific development proposals that require considered advice across specialist areas or for complex development proposals.

<input type="checkbox"/>	Meeting
<input type="checkbox"/>	Written advice

Contact Details		
Name:		
Company Name:		
Address:		
Telephone:		
Email:		
Attendee Name/s (*mandatory)	Company	
Proposed Site		
Street Address:		
Suburb & Postcode:		
Property Description (Lot and Plan Number/s):		
<u>Current</u> use of site:		
State Referrals		
Are any Referral Agencies required for the proposed application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received pre-lodgement advice from any Referral Agencies? <i>If yes, please attach copies of minutes or any written advice.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you have any objection to the State being invited to the pre-lodgement meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Development Description (*mandatory)		

Agenda Items (*mandatory)

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Meetings are available on Thursdays in Hervey Bay.

Meetings can be scheduled in Maryborough upon request (subject to staff availability).

Lodgement Requirements

<input type="checkbox"/>	One week's notice (minimum) provided for requested meeting date
<input type="checkbox"/>	Copy of any written advice for the proposal previously provided by Council
<input type="checkbox"/>	All agenda items listed
<input type="checkbox"/>	All attendees listed

Supporting Documentation (please submit relevant items)

<input type="checkbox"/>	Site Plans/Lot Layout
<input type="checkbox"/>	Floor Plans & Elevations
<input type="checkbox"/>	State Referral Advice
<input type="checkbox"/>	Planning/Technical Reports

It is recommended that supporting documentation be submitted with this request form.

Meeting will be rescheduled if supporting documentation is not received one week prior to meeting date.

Submit this form and supporting documentation in electronic format (PDF) to: development@frasercoast.qld.gov.au

Meeting Request

Date:	Thursday _____	Preferred Time:	
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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*.

OFFICE USE ONLY	
Meeting Request Received (date & time):	
Application Number:	
Officer Notes:	