

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

## Development Services Request - Pre-Lodgement Meeting

Development Services | 101 Goondoon Street, Gladstone Qld 4680 | 8.30 am to 5.00 pm Monday to Friday | Phone: (07) 4970 0700

Email: [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au)

Privacy Statement: The personal information collected on this form will be used by Gladstone Regional Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the *Local Government Act 2009 and other Local Government Acts*. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law. This Council document is subject to the provisions of the *Right to Information Act 2009*.

A Pre-lodgement meeting is a service offered by Council where formal discussions take place between an applicant and Council's officers in regards to a proposed development based on plans, documents and technical information provided by the applicant. Applicants should not rely on Council officers to identify all areas of concern during the Pre-lodgement meeting.

The formal development assessment process carried out by Council once a development application is lodged may raise additional issues to those discussed at the Pre-lodgement meeting.

The detail and accuracy of advice provided by Council officers is dependent on the level of detail provided by the applicant. Applicants should provide as much detail as they can (such as traffic advice, hydraulic advice, survey plans) for the Pre-lodgement meeting.

The advice provided by Council officers is based on the information and drawings supplied with this application only. Any changes to the information and drawings MUST be submitted to Council a minimum of 48 hours prior to the agreed meeting commencement date; otherwise, the Pre-lodgement meeting may be postponed or cancelled at the discretion of Council.

Minutes of the Pre-lodgement meeting will be provided to the applicant within 5 Business days from the meeting date.

### 1. Applicant Details (print or type)

Name

Company Name

Email Address (non-mandatory requirement)  
*By providing your email address, you consent to receiving all correspondence in relation to this application, electronically.*

Postal Address  
  
  
Suburb  Postcode   
Phone: (Business Hours)

### 2. Meeting Attendees

Name	Role	Company

### 3. Preferred Meeting Date & Time

(Please allow 10 days to arrange & Pre-lodgement meetings are held each Wednesday from 10am.)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### 4. Site Details

Site Address

Suburb	<input type="text"/>	Postcode	<input type="text"/>
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#### Property Description

Lot	<input type="text"/>	Plan	<input type="text"/>
Lot	<input type="text"/>	Plan	<input type="text"/>
Lot	<input type="text"/>	Plan	<input type="text"/>
Site Area	<input type="text"/>		
Current Use	<input type="text"/>		
Existing Approvals	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. Prior Advice

Has advice been previously sought or obtained	<input type="text"/>
If so please provide details	
Prelim Approval	Development Permit
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## 6. Description of the Proposal

(attach additional pages if required)


## 7. Type of Proposed Development (tick applicable boxes)

Preliminary Approval	
Material Change of Use	
Reconfiguration of a Lot	
Operational Works	
Variation Request	
Change Application	
Extension Application	
Other - Please Specify	

## 8. Advice Sought (tick applicable boxes)

Detailed Design Issues	
Technical Issues	
Adopted Infrastructure Charges	
Initial Concepts	
Planning Issues	
Building Compliance	
Other - Please Specify	

## 9. Possible Impacts (tick applicable boxes)

Traffic		Noise	
Environmental		Stormwater	
Infrastructure		Heritage	
Main Roads		Flood Hazard	
Building Setbacks		Site Coverage	
Height		Adjoining Owners	
Community		Political	
Other - Please Specify			

## 10. Mandatory Supporting Documentation

(tick applicable boxes)

Proposal Plans, including site, locality and lot layout plans that are to scale	
A brief description of the proposal	
An agenda or summary of specific issues that you wish to discuss	
Details of alternative solutions to specific issues/non-compliances identified in the Planning Scheme	

## 11. Supporting Documentation

(tick applicable boxes)

Building locations, elevations, setbacks	
Site access and parking	
Existing natural or environmental features or constraints to development	
Infrastructure within and external to the site	
Relevant adjoining development or adjoining infrastructure	
Specific design issues that require discussion	
Photographs	
Current Planning Scheme V's Superseded	

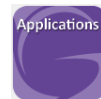
## 12. Applicant Declaration

In lodging this request for a Pre-lodgement meeting, the applicant accepts that:

- A Pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process.
- Whilst every effort will be made by GRC officers, a Pre-lodgement meeting may not identify all areas of concern or requirements which are raised during the subsequent assessment process.
- A Pre-lodgement advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency.

Pre-lodgement Fee of \$345 as per 24/25 Fees & Charges	
Meeting arrangements will not be made until payment is received.	
Date	Signature

A Pre-lodgement meetings can be requested through our online system



## Office Use Only

Amount Paid	
Receipt Number	
P/L Ref No	
Date	