

Request for pre-lodgement Meeting

Pre-lodgement meetings are a free service provided by Council to enable an exchange of information in respect to proposed development prior to submitting a development application. The advice provided at these meetings should **NOT** be taken as a commitment as to whether an application would be approved or refused by Council. The Pre-lodgement Meeting process cannot override Council's duty of care and legislative responsibilities in the assessment of development applications including considering matters raised by possible submitters and referral agencies, or which come to light during the detailed assessment process.

NOTE: Meetings will be held at Council's Administration Centre, 36 Capper Street, Gayndah unless otherwise arranged.

Section 1: Applicant's Details			
Name:			
Postal address:			
	Suburb:	State:	Postcode:
Contact number:		Email address:	

Section 2: Site Details				
Property address:				
Property description:	Lot		Plan type & no.	
	Lot		Plan type & no.	
	Lot		Plan type & no.	
Current land use:				

Section 3: List of attendees		
Name	Title	Organisation

Section 4: Meeting details	
Preferred meeting date/s:	
Preferred meeting time/s:	

Section 5: Description of proposed development	
Development type:	<input type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Other
Proposed use:	
Brief description of proposal:	

Section 6: Show Cause Notice

Is this Pre-lodgement Meeting sought as a consequence of a Show Cause Notice issued by Council:

No Yes → If yes, please attach a copy of the Show Cause Notice.

Section 7: Items for discussion

1.	
2.	
3.	
4.	
5.	
6.	

Section 8: Technical Officers required

Which of the following Technical Officers would you like to attend the Pre-lodgement meeting?

Planning Officer Building Officer
 Technical Engineer Other

Has there been previous discussions with Council Officers regarding the proposal?

No Yes → If yes, please state officer:

Section 9: Supporting documentation

To help ensure the best outcome for the specific issues to be discussed, please include the following items with your application.

- Completed Pre-Lodgement Meeting Request Form
- Proposal Plans, including: site plan
floor plan (if applicable)
elevations (if applicable)
- Technical reports (please list)
- Other (please list)

**Please email completed form and supporting documentation to
admin@northburnett.qld.gov.au**

OR

Post to PO Box 390, Gayndah QLD 4625

OR

Hand deliver to any Council Administration Centre