

# 2014

# NORTH BURNETT REGIONAL Planning Scheme

Info Sheet

## Prelodgement Meetings - Encouraging Economic Development in the North Burnett

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### What is a Prelodgement Meeting?

A Prelodgement Meeting is a 45 minute informal discussion between a prospective Applicant, usually the owner of the land, and a member from Council's Development Services team to discuss a development proposal prior to the Applicant lodging the development application. A Prelodgement Meeting will provide the prospective Applicant with an opportunity to discuss and receive feedback from Council on the proposal.

Prelodgement Meetings do not replace the in-depth investigation associated with formally assessing an application. While advice is given in good faith, it in no way binds a decision made by Council.

### Is there a fee?

Prelodgement Meetings are a free service up to \$300.

### Prelodgment meetings are intended to

By seeking advice in the early stages of compiling an application, the Applicant can ensure the application

adequately addresses development assessment issues. This will assist in reducing potential delays throughout the assessment process.

Prelodgement meetings aim to -

- Provide information about the assessment process, including the process and timeframes
- Confirm relevant Council development requirements (planning scheme, policy requirements)
- Identify Council's information requirements (for example additional technical studies or other information that may be required)
- Identify the level of assessment and any approvals required
- Provide advice on referral agencies
- Identify design issues that will need to be addressed as part of a development application and explore possible solutions to these design issues.

## Prelodgement meetings are not intended to:

- Provide a detailed assessment of the development proposal
- Determine the likely outcome of the assessment process.
- Provide a detailed compliance assessment of the development proposal against the applicable Planning Scheme codes or other Council policy instruments.

## How are Prelodgement Meetings requested?

To request a Prelodgement Meeting please complete and return a Prelodgement Meeting Request Form, available on Council's website, along with clear concept plans/site plans and any other information relating to the proposed development and topics/issues for discussion. It is important that the Form contains all necessary information. Council officers will use this information to research and prepare for the meeting.

Concept plans must show the location of all physical structures, such as buildings, and site features such as dams, slopes. Plans must be drawn to scale with the scale clearly marked.

A member of Council's Development Services Team will contact you within five business days of receiving the request form to arrange a Pre-lodgement Meeting. Pre-lodgement Meeting Minutes will be provided by Council to the prospective Applicant.

## How to get the most out of your meeting

The quality of advice given at a Pre-lodgement Meeting depends on the accuracy of the information you provide. It is important that you research your proposal thoroughly to identify any relevant issues to discuss at the meeting. You may find it useful to engage the services of a qualified professional to help you identify potential issues.

## Where are Prelodgement Meetings held?

Prelodgement Meetings will be held at Council's Gayndah Administration Centre, 36 Capper Street, Gayndah but can be held at other location where this assists the person making the request for a Prelodgement Meeting. Meetings may also be held via video or telephone conference, saving you travel time and costs.

Please clearly indicate on the form if you would like to request an alternative venue.

## Disclaimer

Pre-lodgement meetings are a free service by Council and are a process to provide 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.

## Encouraging economic development

The North Burnett Regional Council is a small rural local government but it is big on facilitating good economic development. That is why the planning scheme seeks to enable business growth and expansion while simultaneously creating and protecting the appeal of living in a *naturally beautiful* area. While the Council can encourage or enable good development projects it is up to locals to see opportunities and then to take the initiative.

Make contact with Council's Development Services staff to find out how to streamline your next development project.

## Contact Us

Give us a call for more information about the planning scheme and making an application.

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North Burnett—*Naturally beautiful*

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