

Development Services Request for Pre-lodgement Meeting

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.

Pre-lodgement Meetings are designed to provide the customer with detailed advice on proposals that are more complex and generally at a significant stage of their project/application development.

Pre-lodgement meetings allow the opportunity to present proposals once the planning has progressed to an advanced stage. The meetings are suitable for these type proposals:

- Large scale residential developments;
- Major economic investment;
- Significant environmental, social or economic issues;
- Significant Planning Scheme policy issues; and
- Likely to attract significant community interest.

Email your completed form to: info@gladstonerc.qld.gov.au

1. Applicant Details				
First Name	Last Name	Organisation (If Applicable)		
Email				
Postal Address				
Suburb		State		Postcode
Phone		Mobile		
Preferred Method Of Contact	Phone	Email	Post	
2. Requested Meeting Date and Time				
(When suggesting preferred dates below, allow 10 business days from the date of Council receipt of this request for the Pre-lodgement Meeting to occur. Council will contact you upon receipt of this request with a meeting time suited to both parties)				
Date (Wednesday Only)				
Time (10:30am; 12:00pm, 2:00pm, 3:30pm)				
3. List of Attendees				
Name	Title	Organisation		
1				
2				
3				
4				
5				
6				
4. Site Details				
Site address				
Lot & Plan				Site Area
Current Use				

5. Background

Have you previously obtained any information and/or advice from Council	Yes	No
Council Officers Name:		
Council Department:		
Officers Position:		
Date information/advice provided:		
Information/advice provided:		

6. Development Details and Proposal Description

Type of Proposed development:	Preliminary Approval Operational Works	Material Change of Use Other please specify	Reconfiguration of a Lot
Detailed description of development:			

6. Development Details and Proposal Description

Advice is sought for:	Detailed design issues Initial concepts Other	Technical issues Planning Issues	Adopted Infrastructure Charges Building Compliance or
Notes:			
Possible Impacts	Traffic Infrastructure Building set backs Adjoining Owners	Noise Heritage Site coverage Community/Political Sustainability	Effects on environment Main roads Height Stormwater Flooding
Notes:			

SUPPORTING INFORMATION for the PRELODGE MENT MEETING

Proposals presented at Pre-lodgement meetings are generally more complicated and applicants need to provide detailed supporting information such as:

- Site, locality and lot layout plans that are to scale;
- 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;
- Details and variation from standards and planning controls; and
- Photographs.

The list is not exhaustive and may include other relevant planning, engineering, environmental, traffic, urban design or other relevant issues. To discuss specific matters of a technical nature such as engineering or vegetation retention, it is recommended that specific detailed information is provided to ensure meaningful feedback at the meeting.

6. Supporting Information		
Title	Documents / Plans Number	Dated

Please note an expected 10 day lead in period from the date of receipt of the request form by Council until the Pre-lodgement meeting may occur.

Payment options

The applicable fee for the pre-lodgement meeting is \$255.00, this fee is to be paid prior to confirmation of the pre-lodgement meeting the fee is payable via the following options:

- Cheque made out to Gladstone Regional Council, this can either be hand delivered or posted to PO Box 29, Gladstone QLD 4680.
- Credit card, either in person at one of Council's Offices or over the phone by contacting Customer Service on (07) 4977 6851 and advising that the payment is for a pre-lodgement meeting and is to be receipted to Planning RC1198.
- Using cash in person at any of our Offices or if you wish to direct deposit the funds you will need to email our finance department banking@gladstonerc.qld.gov.au and request our bank account details.