

## REQUEST FOR PRE-LODGEMENT MEETING

### Important Information

- Pre-lodgement meetings are for anyone who intend to lodge a development application and would like advice and assistance in the early stages of the planning and design of their development proposal.
- Pre-lodgement meetings help identify key issues and ensure applicants are on the 'right track'. They are not intended to investigate every detail which is covered through the formal development assessment process.
- One of advantages of attending a pre-lodgement meeting in the early stages of preparing a development application is that Council is able to process development applications more efficiently when a pre-lodgement meeting has been held and the applicant has listened to the advice provided by Council officers.
- While the advice at a pre-lodgement meeting is given in good faith, it in no way binds a decision made by Council.

### PART A. LOCATION AND PROPERTY DESCRIPTION

Flat/street no. <input type="text"/>	Street name <input type="text"/>	
Suburb or town <input type="text"/>		Postcode <input type="text"/>
Lot no. <input type="text"/>	Section <input type="text"/>	DP / SP no. <input type="text"/>

### PART B. DESCRIPTION OF THE PROPOSAL

### PART C. DETAILS OF THE APPLICANT

Name or Company:

Postal Address

Daytime telephone No: <input type="text"/>	Mobile No: <input type="text"/>
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Email Address:

### PART D. SUPPORTING DOCUMENTS

Documents required to be lodged with this form:

Site Plan

Concept Plans (Floor Plans and Elevations)

Brief Description of the Development (proposed uses and potential impacts)

**Note:** The applicant shall also bring a copy of the above documents to the meeting

### PART D. GENERAL INFORMATION

A member of our planning and development team will contact you within two business days to arrange a time for a meeting, which we will aim to schedule within 10 business days. Pre-lodgement meetings are allocated for a 30 minute slot, so it is important that we all come prepared. Pre-lodgement meetings will be held at Council's administrative office, unless the team member specifically requests that it is held on site.