






PRE-LODGEMENT MEETING REQUEST FORM DEVELOPMENT ASSESSMENT

SECTION 1 - APPLICANT DETAILS			
Applicant name			
Postal address			
Telephone		Fax	
Email			
SECTION 2 - PROPERTY DETAILS			
Property address			
Legal description	Lot	Plan	
Current land use			
Site Area			
Zone/Precinct/Overlays			
SECTION 3 - PROPOSED MEETING DATE			
Proposed Meeting Date			
Alternative Meeting Date			
Preferred Time/s			
Meeting Participants			
SECTION 4 - DETAILS OF PROPOSED APPLICATION			
Application Type	Level of Assessment	Planning Scheme Definition	
<input type="checkbox"/> Material Change of Use <input type="checkbox"/> Operational Works <input type="checkbox"/> Reconfiguring a Lot <input type="checkbox"/> Building or Plumbing	<input type="checkbox"/> Code <input type="checkbox"/> Impact		
SECTION 5 - APPLICATION CHECKLIST (Fees and Charges 2018/2019)			
Pre-lodgement Meeting Request - Attach to this request form: <ul style="list-style-type: none"> • Payment Details (required) • Site plans drawn to scale (required) • Submission of draft / conceptual proposal plans • Access arrangement / proposed road / easements (where applicable) • Lawful point of discharge / storm water / flooding issues (where applicable) • Photographs of the subject site and surrounds • Please provide a copy of any other pre-lodgement minutes from SARA if applicable 			<input type="checkbox"/> Fee \$750.00
SECTION 6 - DECLARATION			
<p>In submitting this request for a Pre-lodgment meeting, the applicant accepts that:</p> <ul style="list-style-type: none"> • A Pre-lodgment 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 Council officers, a Pre-lodgment meeting may not identify all areas of concern or requirements which are raised during the subsequent assessment process. • Council and its officers do not accept any liability whatsoever for the actions by others taken as a result of any preliminary information offered, or the points raised, or any issues not raised or discussed. • A Pre-lodgment advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency. • The information provided in this form is complete and correct and I have read the privacy notice 			
Signature			Date

IMPORTANT NOTICE – Privacy Statement

Scenic Rim Regional Council is collecting your personal information in accordance with *Local Government Act 2009 / Planning Act 2016* in order to process your request for an extension application. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

To submit your form to Council

	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Mountain Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain	
	(07) 5540 5111		(07) 5540 5103
			mail@scenicrim.qld.gov.au

Council Use Only

Receipt #	Amount \$	Date	Receipting Details (GL # or application creation)
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