

Pre-lodgement Meetings and Front Counter Appointments

What is a pre-lodgement meeting?

A pre-lodgement meeting is an informal discussion of up to one hour between an applicant (i.e. consultant or property owner) and Scenic Rim Regional Council's technical officers, where formal minutes are given.

Pre-lodgement meetings are designed for complex and technical developments. Meetings cover proposed developments based on the plans, documents and technical information provided by the applicant.

They are held at the Beaudesert Administration Centre at 82 Brisbane Street, Beaudesert.

What is the purpose of a pre-lodgement meeting?

The purposes of a pre-lodgement meeting include:

- To discuss the key issues relevant to the assessment of a proposal prior to lodging a development application
- To encourage properly made, comprehensive applications
- To give a clear direction and 'up front' advice on proposed developments

Pre-lodgement meetings are for discussion and clarification purposes only, giving applicants access to timely advice and help to avoid unnecessary delays in the application process.

The points raised during the meeting are intended to assist applicants in determining issues that should be addressed in a development application.

How are pre-lodgement meetings requested?

To request a pre-lodgement meeting please complete and return a Pre-lodgement Application Form with attached site plans/elevations and any other relevant material via email, fax, post or in person.

This form must be completed accurately, with a clear concept plan attached, indicating the proposed development.

Concept plans must show the location of all physical structures, such as buildings and site features and characteristics. The plan needs to be drawn to scale with the scale clearly marked.

An application fee of \$750 is payable to Scenic Rim Regional Council at the time of submitting a Pre-lodgement Application. This fee is deductible from the Development Application fee should an application be lodged within 12 months from the date of the pre-lodgement meeting.

Council will contact you confirming the pre-lodgement meeting date and time. Pre-lodgement requests may be refused where information is insufficient or unsuitable.

For more information regarding pre-lodgement meeting requirements, contact Council's Development Assessment Team on 07 5540 5111 or mail@scenicrim.qld.gov.au.

What is a front counter appointment?

A front counter appointment is a pre-lodgement meeting of an informal nature of up to 15 minutes between an applicant (i.e. consultant or property owner) and Scenic Rim Regional Council's technical officers, where no formal minutes are given.

These appointments are generally for property enquiries (i.e. easements, building envelopes, zoning) and minor development investigations.

They are held at the Beaudesert Administration Centre at 82 Brisbane Street, Beaudesert.

Front counter appointments are offered as a free service.

How are front counter appointments requested?

To request a front counter appointment please contact Council's Development Assessment Team to arrange a suitable time and date. There is no form to be completed.

Plans are not necessary but can be beneficial.

Customer Service Centre Locations

Beaudesert Administration Centre

82 Brisbane Street
Beaudesert

Boonah Customer Service Centre

70 High Street
Boonah

Tamborine Mountain Customer Service Centre

Cnr Main Street and Yuulong Road
Tamborine Mountain

Phone: 07 5540 5111

Email: mail@scenicrim.qld.gov.au

Website: www.scenicrim.qld.gov.au