

PLANNING AND DEVELOPMENT MEETING REQUEST FORM

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			
Meeting Type	<input type="checkbox"/> Prelodgement	<input type="checkbox"/> Concept Meeting	
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"/> Reconfiguring a Lot	<input type="checkbox"/> Operational Works <input type="checkbox"/> Building or Plumbing	<input type="checkbox"/> Code <input type="checkbox"/> Impact	
Description of Proposed Development			
SECTION 5A - PRELODGE MENT APPLICATION CHECKLIST (Approximately 1 hour)			
<input type="checkbox"/> Fee \$750.00 (Fees and Charges 2018/2019)	Pre-lodgement Meeting Request - Attach to this request form: <input type="checkbox"/> <i>Payment Details (mandatory before meeting)</i> <input type="checkbox"/> <i>Site plans drawn to scale (mandatory before meeting)</i> <input type="checkbox"/> <i>Access arrangement / proposed road / easements (where applicable)</i> <input type="checkbox"/> <i>Lawful point of discharge / storm water / flooding issues (where applicable)</i> <input type="checkbox"/> <i>Photographs of the subject site and surrounds</i> <input type="checkbox"/> <i>Please provide a copy of any other pre-lodgement minutes from SARA if applicable</i>		
SECTION 5B - CONCEPT MEETING APPLICATION CHECKLIST (Approximately 30 min)			
<input type="checkbox"/> Free	<i>Note: Concept meetings are for developments still in concept phase and will only involve a Planning Officer and Economic Development Officer. No minutes are provided.</i> Concept Meeting Request - Attach to this request form: <input type="checkbox"/> <i>Submission of draft / conceptual proposal plans</i>		

SECTION 6 - DECLARATION

In submitting this request for a Pre-lodgement meeting, the applicant accepts that:

- A Pre-lodgement 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-lodgement 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-lodgement 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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