

Meeting Request Form

Development Assessment & Engineering

SECTION 1 - APPLICANT DETAILS

Name (Individual or Company)	
Contact Name (For Companies)	
Postal address	
Telephone	
Email	

SECTION 2 - PROPERTY DETAILS

Property address			
Legal description	Lot		Plan
Current Land Use			
Site Area			
Zone/Precinct/Overlays			

SECTION 3 - PROPOSED MEETING DATE & TIME

Meeting Type	Pre-Lodgment Meeting (refer to Section 5A for Applicable Fees)	Concept Meeting (refer to Section 5B)
Proposed Meeting Date		
Alternative Meeting Date		
Preferred Time/s		
Meeting Participants (Name and Email)		
Preferred Meeting Location		

PLEASE NOTE: A meeting location requested other than Beaudesert Office is subject to Officers' availability and the nature of the meeting request

SECTION 4 - DETAILS OF PROPOSED APPLICATION

(MCU) Material Change of Use	Request to apply a Superseded Planning Scheme
(ROL) Reconfiguration of a Lot	(OPW) Operational Works
Combined MCU & ROL	Building Works assessable against the Planning Scheme
Accepted/Self-assessable/Exempt	Code Impact

SECTION 5A - PRELODGE MENT APPLICATION CHECKLIST (Approximately 1 hour)

Applicable Fees:	Documents attached with this Meeting Request Form
Category 1 in the Schedule of Uses \$559.00	Payment Received (mandatory before meeting)
Category 2 in the Schedule of Uses \$1,677.00	Site Plans drawn to scale (mandatory before meeting)
Category 3 & 4 in the Schedule of Uses \$2,236.00	Access Arrangement/Proposed Road/Easements (where applicable)
Uses not included above POA	Photograph/s of the subject site and surrounds
Reconfiguration of A Lot	Copy of any other Pre-Lodgment Minutes from SARA (if applicable)
0 - 3 Lots (including boundary realignment) \$559.00	
4 - 10 Lots \$839.00	
10 or more Lots \$1,677	
Combined Applications Highest Fee	Where an application involves more than one type of land use / application, then the pre-lodgment fee is to be based on the land use/application that triggers the highest pre-lodgment fee.

Categories in the Schedule of Uses can be found in Council's Register of Fees and Charges

SECTION 5B - CONCEPT MEETING APPLICATION CHECKLIST (Approximately 30 minutes)

Free

Draft /conceptual proposal plans attached

Note: concept meetings are for development still in concept phase and will only involve a Planning Officer and Economic Development Officer. No minutes are provided.

SECTION 6 - BRIEF PROPOSAL DESCRIPTION**SECTION 7 - DECLARATION**



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


- 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.
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*.

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 a building envelope amendment. 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**CLICK HERE TO SUBMIT YOUR FORM & ATTACHMENTS BY EMAIL 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 App Creation)
Doc set:		Referred to:	