

PLANNING AND DEVELOPMENT MEETING REQUEST FORM

Please use **BLOCK LETTERS** and complete all details in full

* Indicates the field is mandatory

SECTION 1 - APPLICANT DETAILS*		
Name (individual or company)		
Contact name (for companies)		
Postal address		
Phone	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"/> Pre-lodgement Meeting (refer to section 5A)	<input type="checkbox"/> Concept Meeting (refer to section 5B)
Proposed Meeting Date		
Alternative Meeting Date		
Preferred Time/s		
Meeting Participants		

SECTION 4 - DETAILS OF PROPOSED APPLICATION*		
<input type="checkbox"/> Material Change of Use (MCU)	<input type="checkbox"/> Request to apply a superseded planning scheme	
<input type="checkbox"/> Reconfiguring a Lot (ROL)	<input type="checkbox"/> Operational Works	
<input type="checkbox"/> Combined MCU and ROL	<input type="checkbox"/> Building Works assessable against the Planning Scheme	
<input type="checkbox"/> Accepted/Self-assessable/Exempt	<input type="checkbox"/> Code	<input type="checkbox"/> Impact

SECTION 5A - PRELODGE MENT APPLICATION CHECKLIST (Approximately 1 hour)		
Fees:		Pre-lodgement Meeting Request - attach to this request form:
<input type="checkbox"/> Category 1 in the Schedule of Uses	\$509.00	<input type="checkbox"/> Payment Details (mandatory before meeting)
<input type="checkbox"/> Category 2 in the Schedule of Uses	\$1,527.00	<input type="checkbox"/> Site plans drawn to scale (mandatory before meeting)
<input type="checkbox"/> Category 3 and 4 in the Schedule of Uses	\$2,036.00	<input type="checkbox"/> Access arrangement / proposed road / easements (where applicable)
<input type="checkbox"/> Uses not included above	POA	<input type="checkbox"/> Photographs of the subject site and surrounds
<input type="checkbox"/> Reconfiguring A Lot -	\$509.00	<input type="checkbox"/> Copy of any other pre-lodgement minutes from SARA if applicable
• 0-3 lots (including boundary realignment)	\$764.00	
• 4-10 lots	\$1,527.00	
• 10 or more lots		
<input type="checkbox"/> Combined applications -	Highest fee	
<i>Where an application involves more than one type of land use/application, then the pre-lodgement fee is to be based on the land use/application that triggers the highest pre-lodgement fee.</i>		

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)

Fees:	Concept Meeting Request - attach to this request form:
<input type="checkbox"/> Free	<input type="checkbox"/> Submission of draft/conceptual proposal plans <i>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.</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.
- 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	
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PRIVACY NOTICE

Scenic Rim Regional Council (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services and to update and maintain Council's customer information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and will only be used by authorised Council Officers for the purpose of this application and ensuring our records are accurate. 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 do so.

TO SUBMIT YOUR FORM TO COUNCIL

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

COUNCIL USE ONLY

Receipt #		Amount \$		Date		Receipting Details <i>(Application creation)</i>
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