

## **Request for Pre-lodgement Meeting**

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the Information Privacy Act 2009. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

Pre-lodgement meetings are a free service provided by Council to enable an exchange of information in respect to proposed development prior to submitting a development application. The advice provided at these meetings should NOT be taken as a commitment as to whether an application would be approved or refused by Council. The pre-lodgement meeting process cannot override Council's duty of care and legislative responsibilities in the assessment of development applications including considering matters raised by possible submitters and referral agencies, or which come to light during the detailed assessment process.

**NOTE: Meetings will be held every Tuesday - Thursday: -**

**Level 6, Auswide Building, 16-20 Barolin Street, Bundaberg unless otherwise arranged**

<b>Section 1: Applicant details</b>			
Name			
Postal Address			
	Suburb:	State:	Postcode:
Contact Number	Your Reference:		
Email			

<b>Section 2: Site Details</b>		
Property Address		
Property Description	Lot	Plan Type & No.
	Lot	Plan Type & No.
	Lot	Plan Type & No.
Current Land Use		

<b>Section 3: List of Attendees</b>		
Name	Title	Organisation

<b>Section 4: Meeting Details</b>	
Preferred Meeting Date/s:	
Preferred Meeting Day	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Preferred Meeting Time	<input type="checkbox"/> 9.00am to 10.00am
	<input type="checkbox"/> 10.30 am to 11.30am
	<input type="checkbox"/> 2.00pm to 3.00pm
	<input type="checkbox"/> 3.30pm to 4.30pm

<b>Section 5: Description of Proposed Development</b>			
Development Type	<input type="checkbox"/> Material Change of Use	<input type="checkbox"/> Reconfiguring a Lot	<input type="checkbox"/> Other
Proposed Use			
Brief Description of Proposal ( <i>attach additional pages where required</i> )			

<b>Section 6: Show Cause Notice</b>	
Is this pre-lodgement meeting sought as a consequence of a Show Cause Notice issued by Council?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes → Please attach a copy of the Show Cause Notice

<b>Section 7: Items for Discussion</b>	
1.	
2.	
3.	
4.	
5.	

<b>Section 8: Council Attendees required</b>	
Which of the following technical officers would you like to attend the pre-lodgement meeting?	
<input type="checkbox"/> Planning Officer	<input type="checkbox"/> Strategic Planning Officer
<input type="checkbox"/> Development Engineer	<input type="checkbox"/> Other (please state) _____
<input type="checkbox"/> Building Officer	
The meeting will also be attended by the Manager Development Assessment or Principal Planner	
N.B. Councillors no longer attend Pre lodgement Meetings	
Have there been previous discussions with Council Officers regarding the proposal?	
<input type="checkbox"/> Yes (please state officer) _____	<input type="checkbox"/> No

<b>Section 9: Supporting Documentation</b>	
To help ensure the best outcome for the specific issues to be discussed, please include the following items with your application	
<input type="checkbox"/> Completed pre-lodgement meeting request form	
<input type="checkbox"/> Proposal Plans (site plan, floor plan, elevations)	
<input type="checkbox"/> Technical reports: _____	
<input type="checkbox"/> Other (please list): _____	

All enquires to be directed to Council's Development Assessment Team – Phone: 1300 883 699  
Please email completed form and attachments to [development@bundaberg.qld.gov.au](mailto:development@bundaberg.qld.gov.au)