

## Request for Pre-lodgement Meeting

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 Thursday and Friday:-**

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

Section 1: Applicant details			
Name			
Postal Address			
	Suburb:	State:	Postcode:
Contact Number	Your Reference:		
Email			
Section 2: Site Details			
Property Address			
Property Description	Lot	Plan Type & No.	
	Lot	Plan Type & No.	
	Lot	Plan Type & No.	
Current Land Use			
Section 3: List of Attendees			
Name	Title	Organisation	
Section 4: Meeting Details			
Preferred Meeting Date/s:			
Preferred Meeting Day	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
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		
Section 5: Description of Proposed Development			
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> )			

**Section 6: Show Cause Notice**

Is this pre-lodgement meeting sought as a consequence of a Show Cause Notice issued by Council?  
 No                       Yes → Please attach a copy of the Show Cause Notice

**Section 7: Items for Discussion**

1.	
2.	
3.	
4.	
5.	
6.	

**Section 8: Council Attendees required**

Which of the following technical officers would you like to attend the pre-lodgement meeting?  
 Planning Officer                       Strategic Planning Officer  
 Development Engineer                       Other (please state) \_\_\_\_\_  
 Building Officer

The meeting will also be attended by the Manager Development Assessment or Principal Planner

Would you like a Councillor to attend the pre-lodgement meeting? (optional)  
 Yes (please identify below)                       No  
 Divisional Councillor: \_\_\_\_\_  
 Cr Ross Sommerfeld - Planning & Development Portfolio

Have there been previous discussions with Council Officers regarding the proposal?  
 Yes (please state officer) \_\_\_\_\_                       No

**Section 9: Supporting Documentation**

To help ensure the best outcome for the specific issues to be discussed, please include the following items with your application

- Completed pre-lodgement meeting request form
- Proposal Plans (site plan, floor plan, elevations)
- Technical reports: \_\_\_\_\_
- 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)**