

# BUNDABERG *Open* FOR DEVELOPMENT



## *Promoting Development Activity in the Bundaberg Region*

### FACTSHEET: Pre-lodgement Meetings

#### What is a Pre-lodgement Meeting?

A pre-lodgement meeting is a meeting between a prospective Applicant and Council's senior development officers to discuss a development proposal prior to the formal lodgement of a development application. A pre-lodgement meeting provides a prospective Applicant with the opportunity to discuss and receive feedback from Council officers on the technical aspects of a development proposal following a preliminary assessment of submitted plans and documents detailing the proposal.

#### Pre-lodgement meetings are intended to:

- Confirm applicable Council development requirements (planning scheme, policy requirements)
- Identify Council information requirements (additional technical studies or information that should be lodged with the subsequent development application)
- Identify the level of assessment and any approvals required
- Identify the need for the subsequent development application to be referred to other agencies
- Identify design issues that will need to be addressed based on a preliminary assessment of submitted information
- Explore possible solutions to those design issues
- Provide clarity about the assessment process and typical timeframes

- Assist in expediting the assessment process
- Provide an indication of the appropriateness of the proposal
- Provide accurate, reliable constructive advice

#### Pre-lodgement meetings are *not* intended to

- Provide a detailed assessment of the proposed development
- Determine the likely outcome of the ensuing assessment process
- Provide a detailed compliance assessment of the development proposal against applicable planning scheme codes or other Council policy instruments

#### Is there a fee for a pre-lodgement meeting?

No. Council is providing this service for free.

#### Where are pre-lodgement meetings held?

Pre-lodgement meetings will be held at very **Thursday** and **Friday** at Council's Administration Centre, 190 Bourbong Street, Bundaberg but can be held at other location where this assists the person making the request for a pre-lodgement meeting. Please clearly indicate on the form if you would like to request an alternative venue.

#### What information is required?

The pre-lodgement Meeting Request Form (available on Council's website) must be completed accurately, with clear concept plans attached, indicating the proposed development and topics/issues for discussion.

Concept plans must show the location of all physical structures, such as buildings and landscaping, and site features such as pathways and slopes.

Plans need to be drawn to scale with the scale clearly marked.



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## How do I request a pre-lodgement meeting?

Submit a completed application form together with site plans/elevations/concept plans and any other relevant material to Council’s Development Assessment Team.

A pre-lodgement meeting will be held within 10 business days (depending on availability of applicable staff) of the request being received by Council.

Within two (2) business days of the meeting, pre-lodgement meeting minutes will be provided by Council to the prospective Applicant via email.

## Disclaimer

Pre-lodgement meetings are a free service by Council and are a process to provide 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.

## Notes

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### For further information

Please visit Council’s website at:

[www.bundaberg.qld.gov.au/development/bofd](http://www.bundaberg.qld.gov.au/development/bofd)

OR

contact the Duty Planner, Development Assessment on:

T: 1300 883 699; or

E: [duty.planner@bundaberg.qld.gov.au](mailto:duty.planner@bundaberg.qld.gov.au)



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