

## NORTH BURNETT REGIONAL COUNCIL

## Planning Scheme

## Prelodgement

## Info Sheet

This info sheet summarises Council's prelodgement services for development projects.

There is no obligation for an applicant to discuss proposed development before lodging an application. It does however help streamline the process for an applicant and Council therefore strongly recommends at least one discussion before lodging an application.

There are several objectives for an applicant discussing a project before lodgement.

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**BEFORE LODGING AN APPLICATION**

Discussing a development proposal with the Council's Development Services section is good way to initiate a project. It is a free service designed to save you embarking on a course of action only to find at a later date that there is a fundamental problem that is difficult or expensive to solve—therefore saving time and money.

This information sheet explains several reasons why you should discuss a proposal early.

**Confirm the type of application**

Council staff can help you determine the 'category of development', the 'category of assessment' and the application type required. Some development projects may not even need an application.

**Identify information to be submitted**

Getting the right information in the right format is important. Some applications require public notification and approval by State agencies—presenting the proposal in the best way possible is therefore critical.

Further, prelodgement discussions can narrow down the information required so you don't waste effort on reports or drawings that are unnecessary or only required for later approvals. For example structural designs are rarely required for *Material change of use* or *Reconfiguring* applications.

**Find out prospects for success**

We try to give straight answers about the prospects of approval. Nobody wants to waste time with applications that will not be successful.

**Ascertain fees and timeframes**

Intending applicants need to know the costs involved in lodging an application and then carrying out the project. Finding this out early in the process helps a project budget. Consider lodgement fees, State referral agency fees, infrastructure charges—plus the costs of designing your project (e.g. Building design, Engineering, Surveying).

There are several ways to conduct discussions before lodging an application.

## By telephone

An initial telephone conversation with Council's Development Services staff is a good way to start.

## Counter enquiry

Find out the zone from Council's website – either the interactive mapping or the PDF map document.

## Schedule a meeting

Depending on the development project, it may be appropriate to meet with Council staff. Some projects may benefit from meeting with planning, building, engineering or other representatives.

## Fees for prelodgements

Initial contact with Council representatives is free. Depending on the significance of the proposed development and the extent of time required to assist an enquirer, there may be a fee payable—Council officers will advise beforehand however.



## Still need help?

This information sheet summarises the key matters to consider for people considering carrying out development. The process and legal aspects relating to property and development can be complex and confusing. Council's development services staff may be able to help.

Sometimes however it may be advisable for you to obtain your own professional help from a qualified practitioner such as a Lawyer, Surveyor, Town Planner, Architect, Building Designer, or Engineer.

## Encouraging economic development

The North Burnett Regional Council is a small rural local government but it is big on facilitating good economic development. That is why the planning scheme seeks to enable business growth and expansion while simultaneously creating and protecting the appeal of living in a *naturally beautiful* area. While the Council can encourage or enable good development projects it is up to locals to see opportunities and then to take the initiative.

Make contact with Council's Development Services staff to find out how to streamline your next development project.

## Contact Us

Give us a call for more information about the planning scheme and making an application.

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**North Burnett—Naturally beautiful**

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