|  |  |  |
| --- | --- | --- |
| north-cmyk | *Mailing Address:*  *Street Address:*  *Telephone:*  *Facsimile:*  *Email:*  *Web:*  *ABN:* | *PO Box 390, Gayndah Qld 4625*  *34-36 Capper Street, Gayndah Qld 4625*  *1300 696 272*  *(07) 4161 1425*  *admin@northburnett.qld.gov.au*  *www.northburnett.qld.gov.au*  *23 439 388 197* |

**Request for pre-lodgement Meeting**  *Doc Id: 904417*

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 at Council’s Administration Centre, 36 Capper Street, Gayndah unless otherwise arranged.**

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| **Section 1: Applicant’s Details** | | | |
| Name: |  | | |
| Postal address: |  | | |
| Suburb: State: Postcode: | | |
| Contact number: |  | Email address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: Site Details** | | | | |
| Property address: |  | | | |
| Property description: | Lot |  | Plan type & no. |  |
| Lot |  | Plan type & no. |  |
| Lot |  | Plan type & no. |  |
| Current land use: |  | | | |

|  |  |  |
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| **Section 3: List of attendees** | | |
| **Name** | **Title** | **Organisation** |
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| **Section 4: Meeting details** | |
| Preferred meeting date/s: |  |
| Preferred meeting time/s: |  |

|  |  |
| --- | --- |
| **Section 5: Description of proposed development** | |
| Development type: | Material change of use Reconfiguring a lot Other |
| Proposed use: |  |
| Brief description of proposal: | |
| **Section 6: Show Cause Notice** | |
| Is this Pre-lodgement Meeting sought as a consequence of a Show Cause Notice issued by Council:  No Yes **→** If yes, please attach a copy of the Show Cause Notice. | |

|  |  |
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| **Section 7: Items for discussion** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| **Section 8: Technical Officers required** |
| Which of the following Technical Officers would you like to attend the Pre-lodgement meeting?  Planning Officer Building Officer  Technical Engineer Other |
| Has there been previous discussions with Council Officers regarding the proposal?  No Yes **→** If yes, please state officer: |

|  |
| --- |
| **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, including: site plan  floor plan (if applicable)  elevations (if applicable)  Technical reports (please list)  Other (please list) |

**Please email completed form and supporting documentation to**

[**admin@northburnett.qld.gov.au**](mailto:admin@northburnett.qld.gov.au)

**OR**

**Post to PO Box 390, Gayndah QLD 4625**

**OR**

**Hand deliver to any Council Administration Centre**