

Pre-lodgement Meeting request

Gold Coast City Council is collecting your personal information in order to help you with your pre-lodgement request. Your participation is voluntary. The information will only be used by authorised Council officers for the purpose of ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

The Pre-lodgement service is NOT intended to answer questions such as general compliance with or interpretation of the Gold Coast Planning Scheme, the history of land use approvals applicable to a site, identification of applicable Planning Codes or determination of the required level of town planning assessment. Please contact the Town Planning Advice Centre on Ph: 5582 8708 to address these and other questions.

The purpose of a Pre-lodgement Meeting is to provide an opportunity for applicants and Council Officers to informally discuss key issues relevant to the assessment of a proposal prior to lodging a development application. The applicant accepts that:

- a Pre-lodgement meeting enables informal discussion and advice only. It does not constitute a detailed assessment and does not indicate in any way the outcome of any subsequent assessment process;
- advice will be given on issues detailed by the applicant on this form and/or accompanying documentation. Council may raise other issues during the subsequent assessment process. Applicants cannot rely on Council officers to identify all areas of non-compliance during Pre-lodgement Meetings;
- a formal record of the Pre-lodgement Meeting will be provided. Council officers will provide written summaries of key points discussed within 48 hours of the meeting, however attendees are encouraged to take their own notes.

Documents Required

As a minimum, the applicant must provide ten (10) sets of all documents, (including the request application), which has been collated and ready for internal distribution containing:

- a covering letter or short report detailing the specific issues to be discussed with reference to the specific scheme provision(s) e.g. PC's, AS's, etc;
- a fully completed Request for Pre-lodgement Meeting (this form);
- a Site Analysis Plan prepared in accordance with Council Policy 17 - Site Analysis; and
- copies of concept plans drawn to scale together with other supporting information.

Please Note: Pre-lodgement Requests may be refused where information is insufficient or unsuitable. Requests for Pre-lodgement Meetings must either be handed to officers of Council's Town Planning Advice Centre at Council's **Nerang** office or mailed to Council at the above address. Faxed or emailed requests will not be accepted.

Completion of all sections of this form is mandatory in order to be considered for a Pre-lodgement Meeting.

Type of Pre-Lodgement Meeting (Select multiple for combined applications)	Relating to a Material Change of Use (MCU – Impact Assessment)	Relating to a Material Change of Use (MCU – Code Assessment)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Relating to a Reconfiguration of a Lot (ROL)	Relating to Operational Works (OPW)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supporting Documents Submitted with this Request <u>Note</u> 10 copies of all supporting documents to be attached to a Prelodgement Request that are collated and ready for distribution	Please tick		
	<input type="checkbox"/> 10 copies of a covering letter or short report detailing the specific issues to be discussed with reference to the specific scheme provision(s) e.g. PC's, AS's, etc; <input type="checkbox"/> 10 copies of a fully completed Request for Pre-lodgement Meeting (this form); <input type="checkbox"/> 10 copies of Site Analysis Plan drawn to scale and prepared in accordance with Council Policy 17 - Site Analysis; <input type="checkbox"/> 10 copies of Concept Plan/s drawn to a minimum scale of 1:200 for the proposal; and <input type="checkbox"/> 10 copies of other documentation submitted in support of the proposal e.g. contour plans, aerial photographs, traffic analysis study. (Please Specify) _____		
PLEASE NOTE: Documents are to be collated into 10 individual sets.			
Property Details	Lot	On Registered Plan / Survey Plan	Area (M ²)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address		
<input type="text"/>			

Proposal Details	Domain:	LAP/Structure Plan:
	Easements	
	Use (as defined in the Gold Coast Planning Scheme 2003)	
	Description / Overview of the Proposal	
	Number of Lots	Average Area of Lots
	Residential Density	Number of Units
	Number of Storeys	Plot Ratio
	Gross Floor Area	Total Use Area
	Site Coverage	Number of Bedrooms
	Number of Car Parks	Number of Employees
Hours of Operation	Park Dedication	
Applicable Gold Coast Planning Scheme Codes The applicant must indicate all relevant Specific Development Code(s) and Constraint Code(s)	Specific Development Codes:	
	<input type="checkbox"/> Adult Entertainment Premises	<input type="checkbox"/> Landscape Work
	<input type="checkbox"/> Advertising Devices	<input type="checkbox"/> Low Rise Apartment Building
	<input type="checkbox"/> Aged Persons Accommodation	<input type="checkbox"/> Low Rise Commercial Tourist Accommodation
	<input type="checkbox"/> Animal Husbandry	<input type="checkbox"/> Office
	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Private Recreation
	<input type="checkbox"/> Attached Dwellings	<input type="checkbox"/> Relocatable Home Parks
	<input type="checkbox"/> Bed & Breakfast Tourist Accommodation	<input type="checkbox"/> Retails & Related Establishments
	<input type="checkbox"/> Brothels	<input type="checkbox"/> Reconfiguring a Lot
	<input type="checkbox"/> Caravan Parks	<input type="checkbox"/> Rural Industry
	<input type="checkbox"/> Caretakers Residences	<input type="checkbox"/> Salvage Yards
	<input type="checkbox"/> Changes to Ground Level & Creation of New Waterbodies	<input type="checkbox"/> Service Stations
	<input type="checkbox"/> Child Care Centres	<input type="checkbox"/> Surf Life Saving Clubs
	<input type="checkbox"/> Detached Dwellings	<input type="checkbox"/> Telecommunications Facilities
	<input type="checkbox"/> Display Homes & Estate Sales Offices	<input type="checkbox"/> Temporary Use
	<input type="checkbox"/> Ecotourism Facility	<input type="checkbox"/> Tourist Cabins
	<input type="checkbox"/> Family Accommodation	<input type="checkbox"/> Vegetation Management
	<input type="checkbox"/> Farm Forestry	<input type="checkbox"/> Vehicle Sales
	<input type="checkbox"/> Farm Stay	<input type="checkbox"/> Working From Home
	<input type="checkbox"/> High Rise Residential & Tourist Accommodation	<input type="checkbox"/> Works for Infrastructure
	<input type="checkbox"/> Kennels	
	Constraint Codes:	
	<input type="checkbox"/> Gold Coast Airport & Aviation Facilities	<input type="checkbox"/> Nature Conservation
	<input type="checkbox"/> Bushfire Management Areas	<input type="checkbox"/> Ocean Front Land
	<input type="checkbox"/> Canals & Waterways	<input type="checkbox"/> Rail Corridor Environs
	<input type="checkbox"/> Car Parking, Access & Transport Integration	<input type="checkbox"/> Road Traffic Noise Management
	<input type="checkbox"/> Cultural Heritage (Historic)	<input type="checkbox"/> Sediment & Erosion Control
	<input type="checkbox"/> Cultural Heritage (Indigenous)	<input type="checkbox"/> Service Roads (Pacific Motorway)
<input type="checkbox"/> Dam Catchment Areas	<input type="checkbox"/> Steep Slopes or Unstable Soils	
<input type="checkbox"/> Flood Affected Areas	<input type="checkbox"/> Un-sewered Land	

	<input type="checkbox"/> Natural Wetland Areas & Natural Waterways	
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Applicable Triggers	Referral	Triggered	Details
	Environmentally Relevant Activity (Specify ERA number)	Y <input type="checkbox"/> N <input type="checkbox"/>	
	Concurrence and/or Advice Agency (Specify agency)	Y <input type="checkbox"/> N <input type="checkbox"/>	
	Referral Coordination (Specify trigger)	Y <input type="checkbox"/> N <input type="checkbox"/>	

Current Use of Site & Adjoining / Surrounding Land Uses	
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Issues to be discussed at the Pre-lodgement Meeting	Issue Description: (Issues to be discussed must be detailed below or in a covering letter or short report with those issues referenced to specific Scheme provision(s) eg PC's, AS's, etc)	Related Planning Scheme Code

Meeting Preferences	This is a free service: Every effort will be made to nominate a meeting time (limited to a maximum of 1 hour) within 2 - 3 weeks from receipt of a valid request, however heavy demands may cause delays.		
	Preferred Date/s	Preferred Time/s	

Number of Applicant Participants	(required to enable appropriate meeting room bookings)
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Applicant Participant Details	Name	Professional Title of Consultant

Preferred Council Officers	
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Contact for this Request	Name	Company Name	
	Postal Address		
	Email		
	Phone number	Fax number	Mobile number

OFFICE USE ONLY

AMS Reference # _____	PN # _____	
Date Received In TAC: _____	TAC Officer: _____	Date TAC Actioned: _____
TAC Action: <input type="checkbox"/> Resolve as enquiry	<input type="checkbox"/> Valid - Forward to Op. Services, I&A Branch	<input type="checkbox"/> Invalid Format - Returned to Applicant
Date received in Op. Services: _____	Supervisor: _____	Date Allocated: _____
Date Reviewed: _____	Instruction: <input type="checkbox"/> Do not proceed	Reason: _____
	OR: <input type="checkbox"/> Proceed	<input type="checkbox"/> 30 mins <input type="checkbox"/> 1 hour
Date: _____	Time: _____	Prelim: <input type="checkbox"/> Nil <input type="checkbox"/> 15 mins <input type="checkbox"/> 30 mins
Officers Attending: _____		Room: _____

Invitees:			
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Environmental	<input type="checkbox"/> OPW Tree works	<input type="checkbox"/> OPW Landscaping
<input type="checkbox"/> Subdivision Engineer	<input type="checkbox"/> Parks Officer	<input type="checkbox"/> Traffic & Transport	<input type="checkbox"/> Health & Reg Services
<input type="checkbox"/> Water & Wastewater (Allconnex Water)	<input type="checkbox"/> Urban Designer/Architect	<input type="checkbox"/> Other	<input type="checkbox"/> GCRT
<input type="checkbox"/> EDMP	<input type="checkbox"/> Other / Specify Officers: _____		

Note: A copy of the meeting notes will be made available within 2 business days of the meeting. If you don't receive them contact the Executive Coordinator Planning Assessment via email gcccmail@goldcoast.qld.gov.au