

Pre-lodgement Meeting Request

Economy, Planning & Environment
Planning Assessment
City Development
 PO Box 5042 GOLD COAST MC QLD 9726
 P 07 5582 8956
 E townplanningmeeting@goldcoast.qld.gov.au
 W cityofgoldcoast.com.au

Please use **BLOCK LETTERS** and complete all details in full

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

For more information to assist with your application and to submit online, please visit cityofgoldcoast.com.au/prelodgement

* Indicates the field is mandatory

Applicant*

Name	
Postal address	
Phone	
Email	

Contact person

Where a 'Contact' is required, provide details of the primary contact person for this application.

Name	
Postal address	
Phone	
Email	

Property details*

Lot number		Registered plan number	
Property address	<i>(Please include unit number / floor level / tenancy number etc.)</i>		
Tenure*	<input type="checkbox"/> Private	<input type="checkbox"/> State Government	<input type="checkbox"/> Local Government

Fees

(Note - The applicant will receive an online payment form via email prior to the pre-lodgement meeting being scheduled.)

	Amount
Pre-lodgement meeting	\$576.00

These fees are in accordance with *Council's regulatory fees and non-regulatory charges*. A copy of these fees and charges can be found on Council's website cityofgoldcoast.com.au

Meeting Participants*

Attendee Name	Area of expertise

Meeting Preferences *

Every effort will be made to nominate a meeting time (*limited to a maximum of 45 minutes*) within 2-3 weeks from receipt of a valid request, however heavy demands may cause delays

	Preferred date/s	Preferred time/s
Option 1	/ /	am/pm
Option 2	/ /	am/pm

Meeting Participants – Other Organisation

Name of Organisation	Required	If required, email proposal to below
State Assessment and Referral Agency (Sara) *	<input type="checkbox"/> Yes <input type="checkbox"/> No	gcsara@dlgp.qld.gov.au
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Topic Specialists*

Specialised Council Officers may attend a Pre-lodgement Meeting. Please identify if you would like a Council Officer to attend by ticking the relevant box. Otherwise comments from the Officer can be supplied at the meeting.

City Property	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Health & Regulatory Services	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Subdivision Engineer	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only
Development Contribution	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Hydraulic	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Traffic & Transport	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only
Economic Development and Major Projects	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Open Space	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Urban Designer/Architect	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only
Environmental	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	OPW Landscaping	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Water & Wastewater (Gold Coast Water)	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only
Gold Coast Rapid Transit	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	OPW Tree works	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Development Compliance (Application in response to Enforcement action)	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only
Geotechnical Engineering	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Infrastructure Compliance	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only	Other / Specify Area	<input type="checkbox"/> Attend <input type="checkbox"/> Comment only

Description of proposed Development

Please note: **The filling out of this section is mandatory.**

Part A - Type of development being proposed*

Material Change of Use - COMPLETE Parts B, C & E	<input type="checkbox"/>
Reconfiguring a Lot - COMPLETE Parts B, D & E	<input type="checkbox"/>
Combined Application - COMPLETE Parts B, C, D & E	<input type="checkbox"/>
Operational Works Application - COMPLETE Part B	<input type="checkbox"/>

Part B - General explanation of the proposed use*

**Part C - If Material Change of Use
Answer as applicable**

Number of dwelling units proposed:	Total units	
	x 1 bedroom	
	x 2 bedrooms	
	x 3 bedrooms	
	x 4 bedrooms	

Description of proposed Development			
Proposed density			
Number of storeys			
Existing and/or proposed gross floor area			
Days and hours of operation			
Number of employees			
Number of car parking provision	No. spaces required		No. spaces provided
Part D – If Reconfiguring a lot			
Intended final use of new lots:	Number of residential lots		
	Number of commercial lots		
	Number of industrial lots		
	Other, please specify		
Part E – Development Infrastructure			
For further information please refer to the City's Local Government Infrastructure Plan (LGIP) .			
Is there any development infrastructure proposed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the subject site inside the Priority Infrastructure Area refer to Council's Local Government Infrastructure Plan (LGIP)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the proposed trunk infrastructure identified as trunk infrastructure in the LGIP?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the proposed infrastructure is in the LGIP please identify the development infrastructure type and relevant LGIP infrastructure map:			
Is the new and/or upgraded development infrastructure not identified within the LGIP but proposed as trunk infrastructure?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please identify which type/s of new and/or upgraded trunk infrastructure is proposed:		<input type="checkbox"/> Water <input type="checkbox"/> Sewerage <input type="checkbox"/> Transport <input type="checkbox"/> Stormwater <input type="checkbox"/> Recreation / Park Facilities	
Please provide a description of the proposed trunk infrastructure (and provide any available plans):			
Is there an existing Infrastructure Agreement/or similar agreement related to the land subject to this application?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide comments:			
Do you intend to apply for an Infrastructure Agreement relating to the delivery of trunk infrastructure?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Agenda items for discussion*
<p>Items for discussion are restricted to the proposal's non-compliance with the assessment benchmarks and the identification of alternate acceptable outcomes to the specific areas of non-compliance. Maximum of six (6) issues will be discussed at the pre-lodgement meeting and where items are not identified through this request, responses will be limited to general advice.</p> <p>For guidance on how to best structure Agenda questions please refer to the guide to structuring agenda questions.</p>

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Supporting documents

Note: The provision of Site Plans and/or Elevations is mandatory and is required to be submitted with this application for the Pre-lodgement meeting. Failure to supply will lead to Council refusing the request for a Pre-lodgement meeting. Submission of all documentation is required before the City can commence the application process.

Site plans and/or elevation details to be provided

The location and site area of the subject site	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
The entire allotment dimensioned showing all road frontages including the name of the road/s	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Location and nominated use of all existing buildings/structures on the allotment with dimensions from the outermost projection to the property boundary/s	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Location and nominated use of all proposed buildings/structures on the allotment, with dimensions from the outermost projection to the property boundary/s	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Proposed Subdivision layout, with proposed lot sizes and road frontages	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Declaration

I understand and acknowledge that:

- a pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process
- whilst every effort will be made by City officers, a pre-lodgement meeting may not identify all areas of concern or requirements which are raised during the subsequent assessment process. Applicants cannot rely on Council officers to identify all areas of non-compliance during Pre-lodgement meetings
- pre-lodgement advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency
- Advice will be provided on Officer's research of the issues/ questions detailed by the applicant in the 'Agenda questions' section of this form and on the Information, drawings and plans submitted with the Request. Any new drawings, information and plans tabled either after the initial Request or at the Pre-lodgement meeting will be minuted and may be subject to a later review by Officers outside the Pre-lodgement meeting
- the City may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false
- I approve of the information that has been provided in this application
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*.

Signature	(if submit via email, please type your full name here)	Date	
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Office use only						
System reference				Property number		
Equipment req.	Laptop		Projector		Other	(specify)
Officers attending	Name:		Name:		Name:	
	Name:		Name:		Name:	
	Name:		Name:		Name:	
	Name:		Name:		Name:	
Invite team delegate	City Property		Health & Regulatory Services		Subdivision Engineer	
	Development Contribution		Hydraulic		Traffic & Transport	
	EDMP		Open Space		Urban Designer/Architect	
	Environmental		OPW Landscaping		Water & Wastewater (Gold Coast Water)	
	GCRT		OPW Tree works		Other / Specify Area	
	Geotechnical Engineering		Development Compliance			