

Priority development area (PDA) Facilitation meeting request

(Section 82 of the Economic Development Act 2012, version 2.0 effective from 10 May 2013)

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Priority Development Area (PDA) - Facilitation Meeting Procedure

The facilitation process is key to facilitating development, removing barriers and encouraging flexibility in the Southport PDA. It is intended for the Council of the City of Gold Coast (Council) to proactively work with you to plan and design your development proposal, taking into consideration the strategic intent, vision, relevant precinct statements and applicable development requirements of the Southport PDA Development Scheme 2014. Applicants will proceed to lodging a PDA development application with a full understanding of the Council's expectations thereby facilitating a timely decision within 40 business days.

Initial facilitation meeting

The purpose of an initial facilitation meeting is to provide a preliminary comprehensive and detailed assessment of your proposed development. The applicant accepts that:

- a facilitation 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. The Council may raise other issues during the subsequent assessment process. Applicants cannot rely on the Council's officers to identify all areas of non-compliance during pre-application meetings.

Prior to the initial facilitation meeting, the applicant must provide one (1) hard copy and one (1) digital copy in PDF format of all the following documents. If a digital copy is not provided then four (4) hard copies will be required.

NB: - Please ensure that the submitted digital copy in PDF format is an exact replication of the submitted hard copy.

- a covering letter or short report detailing the specific issues to be discussed with reference to the relevant designations of the Southport PDA Development Scheme 2014;
- a fully completed Part A: facilitation meeting request form;
- a Site Analysis Plan prepared in accordance with the SC6.13 City Plan Policy – Site Analysis
- http://cityplan.goldcoast.qld.gov.au/Images/10129/PDF/SC6.11%20City%20Plan%20policy%20-%20Site%20analysis/SC6.11_City_Plan_policy_-_Site_analysis.pdf
- copies of conceptual design plans drawn to scale together with other supporting information.

To further assist the facilitation meeting, applicants are required to bring along an additional hard copy of the proposed plans in A2 or appropriate size for the scale of the proposed development.

Please Note: *Facilitation meeting requests may be refused where information is insufficient or unsuitable. Requests for facilitation meetings must either be handed to officers of the Council's Planning Enquiries Centre or mailed to Council at the above address. Faxed requests will not be accepted.*

Facilitation feedback

Following an initial facilitation meeting, Council's representatives may choose to provide Part B: facilitation feedback to inform the detailed design of the proposal. Feedback provided by Council is guidance only and does not mean that a PDA development approval (with or without conditions) will be given. Feedback may only outline the minimum supporting information for a PDA development application. It is the applicant's responsibility to ensure that the PDA development application demonstrates compliance with the relevant design standards.

Detailed design meeting

Following an initial facilitation meeting the applicant is expected to provide the Council representatives a detailed design concept for informal feedback.

Accompanying any detailed designs should be a schedule of the operational works associated with the development. At this time, the applicant is expected to confirm, in consultation with the Council, any works which are to be subject to the self-certification process in accordance with the *Economic Development Act 2012 Certification Procedures Manual*.

Upon agreement of works to be subject to self-certification, the applicant is to identify a project coordinator and project certifier(s) to complete the necessary deed polls. The nominated project coordinator is to submit a risk assessment analysis prepared in accordance

with the *Economic Development Act 2012* Certification Procedures Manual. The Council's standard forms, which are to be used for the self-certification process, are available on cityofgoldcoast.com.au

Lodgement

The applicant is to submit Part C: PDA development application checklist with the Council's PDA development application form to confirm all of the above has been undertaken.

Part A: Priority Development Area (PDA) Facilitation Meeting Request

Completion of all sections of this form is mandatory in order to be considered for a facilitation meeting.

Contact details of requester			
Name		Company name	
Postal address			
Phone		Alternative phone	
Facsimile		Email	
Property details			
Lot number		Plan number (circle)	RP/SP/BUP Other.....
Property address			
PDA precinct		Easements	
Tenure			
Private		Yes	No
State/Local Government		Yes	No
Attendee information			
Number of attendees		<i>(required to enable appropriate meeting room bookings)</i>	
Attendees <i>(If any further attendees please list on last page)</i>			
Name			Preferred Council Officers
Job title			
Company			
Email			
Phone			
Name			
Job title			
Company			
Email			
Phone			
Name			
Job title			
Company			
Email			
Phone			
Name			
Job title			
Company			
Email			
Phone			

Fees

There is no fee associated with this form.

Type of application

(Select multiple for combined applications)	Relating to a material change of use (MCU)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Relating to a reconfiguration of a lot (ROL)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Relating to operational works (OPW) not associated with a MCU or ROL	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Relating to other – specify	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Proposal details

Use (as defined in the *City Plan*)

Description / Overview of the proposal

Average area of lots	Number of storeys	Residential density	Gross floor area
Number of Units	Number of Lots	Plot Ratio	Total use area
Site coverage	Number of bedrooms	Number of car parking spaces	Number of employees
Hours of operation	Park dedication	Other relevant information	
Current use of site & adjoining / Surrounding land uses			
North	South	East	West

Meeting

Initial meeting

Supporting documents to be submitted with this request	<ul style="list-style-type: none"> covering letter or short report detailing the specific issues to be discussed with reference to the Southport PDA Development Scheme 2014; a fully completed Part A: Facilitation meeting request form (this form) Site Analysis Plan drawn to scale and prepared in accordance with <i>SC6.11 City Plan Policy – Site Analysis</i>; Conceptual design plan/s drawn to a minimum scale of 1:200 for the proposal; and Other documentation submitted in support of the proposal e.g. preliminary engineering drawings, contour plans, aerial photographs, traffic analysis study. <p>(Please Specify) _____</p>
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As a minimum, the applicant must provide one (1) hard copy and one (1) digital copy in PDF format of submitted documents, (including the facilitation meeting request form). If digital copy is not provided then four (4) hard copies will be required.

NB:- Please ensure that the submitted digital copy in PDF format is an exact replication of the submitted hard copy

Detailed design meeting

Southport PDA development requirements	How does the proposal meet the Southport PDA development requirements
PDA wide criteria <i>Refer Southport PDA Development Scheme 2014 Section 3.4</i>	

Meeting cont

Southport PDA development requirements	How does the proposal meet the Southport PDA development requirements
Precinct provisions <i>(of applicable precinct) e.g. land use</i>	
Appearance and identity <i>Refer Southport PDA Development Scheme 2014 Section 3.5.1</i>	
Built form <i>Refer Southport PDA Development Scheme 2014 Section 3.5.1</i>	

Discussion topics

Issues to be discussed at the meeting

Issue Description: <i>(Issues to be discussed must be detailed below or in a covering letter or short report with those issues referenced to provisions of the Southport PDA).</i>	

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 1 – 2 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
Option 3	/ /	am/pm
Meeting site	Address	
Bundall	Waterside East, 9 Holden Place, Bundall	Yes <input type="checkbox"/> No <input type="checkbox"/>
Southport	47 Nerang Street, Southport	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please note that nominating this option may extend the waiting period for a meeting.</i>
On site meeting		Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please note that nominating this option may extend the waiting period for a meeting.</i>

Office use only									
AMS Reference					Property Number	PN			
Date received	/ /				PEC Officer				
Date PEC Actioned	/ /								
PEC Action	/ /								
Date received in Op. Services	/ /		Supervisor			Date Allocated	/ /		
Date Reviewed	/ /								
Instruction	Proceed -	30 mins			1 hour				
	Proceed - Prelim:	Nil		15 mins		30 mins			
Date	/ /				Time	am/pm			
Meeting Room	Location			Room name					
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 & Regulated 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				