

Request for pre-lodgement advice meeting

For development applications

Office Use Only

Application No.	
Receipt No.	
Date	
Fee	

Council's Pre-Development Application advice service can help identify issues up front and avoid unnecessary delays during the Development Application process. Your request should be accompanied by (as a minimum) concept plans including a site plan, elevations and floor plans, and a written explanation of the development together with the completed request form. If subdivision is involved the proposed subdivision layout is required.

The more detailed information you supply the more informed Council's response will be. If plans/documents are unclear or inadequate, a meeting cannot be scheduled until satisfactory details are provided. Fees are payable for this service based on the category of development in accordance with Council's adopted Fees and Charges. **The fee must be paid with the lodgement of this form. If you are unsure of the correct fee please contact Council before submitting this form.**

Once the application has been received, you will be contacted to arrange a meeting date and time. Meetings are generally held on Thursday afternoons. Following the meeting written confirmation of the matters discussed will be provided. While the advice is given in good faith, it in no way binds a decision by Council in relation to any subsequent development application.

Applicant

Name

Address

Phone Mobile Phone

Email

Property Details

Lot Deposited Plan

Street Address

Suburb

Description of the Proposed Development

Estimated Cost of Work \$

Please tick appropriate box

- General development** (dwellings, houses, dual occupancies, subdivisions under five lots and low scale commercial development)
- Major development** (all other development)

Accompanying Plans/Documents

Please list plans and/or documents that are attached

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