

Development Proposal Pre-Lodgement Meeting Request Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to book a meeting with a Planning Officer to seek advice on a development proposal. The Planning Officer will indicate if the proposal is likely to gain the support of Council at the meeting.

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Customer Details

Applicant name:

Preferred contact number:

Email:

Meeting Details

Preferred meeting date:

Preferred meeting time:

Preferred meeting attendance:

- In person meeting
- Videoconference (*please provide further details*):
- Teleconference (*please provide further details*):

Site Details

Street number and name:

Suburb:

State:

Postcode:

Lot number:

Plan number:

Site area:

m²

ha

Planning scheme zone:

Current use:

Existing approvals:

Details of Proposal

Description of the proposed development:

Key Issues for Discussion

Please note the information provided here will be used as an agenda for the meeting. Please be specific and list all matters the applicant intends to discuss:

Background

Have you previously obtained any information/advice from Council in relation to this site? Yes No
(If yes, please complete the following details or alternatively, provide as an attachment.)

Council officer:

Date of advice:

Advice received:

Attendance List

Name	Company	Area of expertise

Supporting Documentation

Please provide the following supporting documentation when submitting this form:

- A proposal plan;
- A brief description of the proposal *(if details not completed below)*;
- An agenda or summary of specific issues that you wish to discuss;
- Details of alternative solutions to specific issues/non-compliances identified in the Planning Scheme; and
- Information/advice received from Council in relation to the site *(if details not completed below)*.

Note: Council will not accept a request for a pre-lodgement meeting unless all of the supporting documentation is provided prior to the meeting.

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my knowledge.

Name:

Signature:

Date: