

Request For Pre-lodgement Meeting

Postal Address
LMB 7
Inglewood QLD 4387

Planning Services
Ph: 07 4671 7400
Fax: 07 4671 7433

Internet/Email
www.grc.qld.gov.au
mail@grc.qld.gov.au

The advice provided at these meetings should NOT be taken as a commitment as to whether an application would be approved or refused by Council. The pre-lodgement meeting process cannot override Council's duty of care and legislative responsibilities in the assessment of development applications including considering matters raised by possible submitters and referral agencies, or which come to light during the detailed assessment process.

Section 1: Applicant details			
Name			
Postal Address			
	Suburb	State	Postcode
Contact Number			Your Reference:
Email			

Section 2: Site Details		
Property Address		
Property Description	Lot	Plan Type & No.
	Lot	Plan Type & No.
	Lot	Plan Type & No.
Current Land Use		

Section 3: List of Attendees		
Name	Title	Organisation

Section 4: Meeting Details	
Preferred Meeting Date/s: (Please provide three (3) potential dates)	
Preferred Meeting Time	<input type="checkbox"/> 9:00am to 10:00am <input type="checkbox"/> 10:30am to 11:30am <input type="checkbox"/> 2:00pm to 3:00pm <input type="checkbox"/> 3:30pm to 4:30pm

Section 5: Description of Proposed Development	
Development Type	<input type="checkbox"/> Material Change of Use <input type="checkbox"/> Reconfiguring a Lot <input type="checkbox"/> Other
Proposed Use	
Brief Description of Proposal (attached additional pages where required)	

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Section 6: Show Cause Notice

Is this pre-lodgement meeting sought as a consequence of a Show Cause Notice issued by Council?

☐ No ☐ Yes → Please attach a copy of the Show Cause Notice

Section 7: Items for Discussion

1.	
2.	
3.	
4.	
5.	
6.	

Section 8: Council Attendees required

Which of the following technical officers would you like to attend the pre-lodgement meeting?

☐ Planning Officer / Manager of Planning Services
 ☐ Manager of Water & Sewerage
☐ Development Engineer
 ☐ Other (please state) _____
☐ Building Officer

Have there been previous discussions with Council Officers regarding the proposal?

☐ Yes (please state officer) _____ ☐ No

Section 9: Supporting Documentation

To help ensure the best outcome for the specific issues to be discussed, please include the following items with your application:

☐ Completed pre-lodgement meeting request form
☐ Proposal Plans (site plan, floor plans, elevations)
☐ Technical reports: _____
☐ Other (please list): _____

All enquiries to be directed to Council's Town Planning Department – Phone: (07) 4671 7400.

Please email completed form and attachments to mail@grc.qld.gov.au, and attention to the Town Planning Department.