

Pre-lodgement advice request

Economy Planning & Environment
Planning Assessment
City Development

PO Box 5042 GCMC QLD 9726
P 07 5582 8956

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W cityofgoldcoast.com.au

Note: This form is also to be used for sites located within the Southport Priority Development Area.

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.

Important note – Please read

The pre-lodgement advice service is about providing specific advice for a development proposal. Depending on the complexity of the development proposal and the matters for which advice is sought, the City may give pre-lodgement advice as a written response, or as part of a pre-lodgement meeting. City officers will determine if a written response is enough or if a pre-lodgement meeting is required.

Applicants MUST complete all sections of this form.

Applicant details

Applicant's name		
C/- Company name		
Contact name		
Postal address		
Suburb		
State	Postcode	
Phone		
Mobile		
Email		

Property details

Address		
Lot and Plan # e.g. Lot 1 on SP123456		
Site area		
Zone		
Overlays		

Fees

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

Southport Priority Development Area*

Is the proposal located within the Southport Priority Development Area?

Yes No

Development compliance*

Is the proposal in response to development compliance action?

Yes No

Trunk infrastructure*

For further information please refer to the City's [Local Government Infrastructure Plan \(LGIP\)](#).

Is there any trunk infrastructure proposed (as identified or not identified by the LGIP)?

Yes No

Note: if yes, each type of trunk infrastructure should be included as a matter requiring advice (below) and include supporting information to inform the advice.

Development type

Development type	Material change of use (MCU)	<input type="checkbox"/>
	Reconfiguring a lot (ROL)	<input type="checkbox"/>
	Operational works (OPW)	<input type="checkbox"/>
	Combined application (COM)	<input type="checkbox"/>
Level of assessment	Accepted to Code assessment	<input type="checkbox"/>
	Code assessment	<input type="checkbox"/>
	Impact assessment	<input type="checkbox"/>
General description of the proposed use		

Applicant meeting participants

Attendee name	Area of expertise

Mandatory agenda items requiring advice

Note: Applicants can request advice on up to 6 questions.

For guidance on how best to structure agenda questions requiring advice please refer to [Structuring agenda questions for Pre-lodgement advice](#).

Question 1	
Question 2	
Question 3	
Question 4	
Question 5	
Question 6	

Mandatory supporting documents e.g. comprehensive planning report, drawings, plans, etc

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 the City refusing the request for a pre-lodgement meeting.

- Provide brief planning report.
- Provide site plans and/or elevation details showing:
 - the location and site area of the subject site
 - the entire allotment dimensioned showing all road frontages including the name of the road/s
 - location and nominated use of all existing buildings/structures on the allotment with dimensions from the outermost projection to the property boundary/s
 - location and nominated use of all proposed buildings/structures on the allotment, with dimensions from the outermost projection to the property boundary/s
 - proposed subdivision layout, with proposed lot sizes and road frontages.

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 City 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 items requiring advice’ 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		Date	
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