



## PRE-LODGEMENT MEETING REQUEST

**IMPORTANT NOTE:** This form is not to be used for Planning Advice Enquiries. Please refer to [www.mackay.qld.gov.au](http://www.mackay.qld.gov.au) > Business > Planning & Development > Online Services > [Planning Advice Enquiries](#)

Appointments are required for all Pre-lodgement Meetings with no fee charged. Upon receipt, Council will arrange a meeting within 2-3 business days. A confirmation response is required at least 24 hours prior to confirm the meeting. If no confirmation from the applicant is received, the meeting will be cancelled, and a new request required.

Upon receipt of your request, Council will consider the particulars and, in some instances, written Planning Advice may be provided in lieu of holding a Pre-lodgement Meeting. Please ensure that all fields are completed within this request along with providing proposal plans and any additional supplementary information. If all sections below have not been fully completed, this request will be returned to the applicant and a meeting will not be able to be scheduled until a fully completed request is received.

Once the meeting has been held, a Pre-lodgement Meeting Response will be provided within 10 business days.

**Please submit your completed request with all the required supporting material to [development.services@mackay.qld.gov.au](mailto:development.services@mackay.qld.gov.au).**

### APPLICANT DETAILS

Name:	
Postal Address:	
Phone:	
Email:	

### MEETING REQUEST DATE AND TIME (PLEASE PROVIDE THREE PREFERENCES)

Requested dates are to be a minimum of 7 business days from lodgement of this form	Preference 1	Preference 2	Preference 3
Date and Time			
In Person or Online Meeting (example – Teams Meeting)	<input type="checkbox"/> In Person <input type="checkbox"/> Online Meeting	<input type="checkbox"/> In Person <input type="checkbox"/> Online Meeting	<input type="checkbox"/> In Person <input type="checkbox"/> Online Meeting
Attendee name and role No. 1			
Attendee 1 Email Address			
Attendee name and role No. 2			
Attendee 2 Email Address			
Attendee name and role No. 3			
Attendee 3 Email Address			
Attendee name and role No. 4			
Attendee 4 Email Address			

### DETAILS OF PREVIOUS CONTACT WITH COUNCIL OFFICER/S


### PROPERTY DETAILS

Property Address:	
Real Property Description	

**DETAILS OF PROPOSAL**

Development type	<input type="checkbox"/> Material Change of Use <input type="checkbox"/> Reconfiguration of a Lot <input type="checkbox"/> Operational Work
Supporting information	<input type="checkbox"/> Agenda (mandatory) <input type="checkbox"/> Proposal plans (mandatory) <input type="checkbox"/> Technical documents (traffic, stormwater, flooding report etc)
Summary of proposal	

**DECLARATION**

In lodging this request for a meeting, I/We acknowledge that:

This meeting **is** intended to:

- Confirm Council requirements (Planning Scheme, Policies, Local Laws)
- Identify Council information requirements (additional studies)
- Identify Council approvals required
- Identify need for referral to other agencies
- Identify design issues that will need to be addressed based on a preliminary assessment
- Explore possible solutions to those issues, and
- Provide clarity about the assessment process and potential timeframes.

This meeting **is not** intended to:

- Provide a detailed assessment of the proposal
- Indicate the likely outcome of the ensuing assessment process
- Provide a detailed compliance audit of the proposal against applicable codes / local laws or other Council requirements
- Speculate on Council's view on specific issues, or
- Provide feedback on issues other than that for which the meeting was requested.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

*Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law.*