

# Request for pre-lodgement meeting

## Mackay Waterfront Priority Development Area

Version 3.0 (19 April 2021)

### Purpose of pre-lodgement meeting

Pre-lodgement meetings are a great way of streamlining the development assessment process by resolving matters prior to lodgement, including:

- Council's assessment and decision-making under the *Economic Development Act 2012*
- site specific guidance, including relevant provisions of priority development area (PDA) development instruments and guidelines
- key issues associated with a proposal, the site or the area
- guidance about infrastructure and related processes.

Council offers pre-lodgement meetings to assist customers in preparing development applications. EDQ's pre-lodgement guidance does not determine the outcome of an application.

Further information about the Terms associated with a pre-lodgement meeting are provided under Section 10 below.

### Before requesting a pre-lodgement meeting

- Complete all relevant sections of this form, providing notice of at least five (5) business days prior to the requested meeting date.
- Lodge this form via one of the following methods:
  - **Email:** [development.services@mackay.qld.gov.au](mailto:development.services@mackay.qld.gov.au)
  - **Post:** Development Assessment – Planning, Mackay Regional Council PO Box 41 Mackay QLD 4740.
  - **In Person:** Mackay Customer Service Centre at 73 Gordon Street, Mackay.
- General enquiries should be Mackay Regional Council Development Assessment Team at [development.services@mackay.qld.gov.au](mailto:development.services@mackay.qld.gov.au).

#### 1. Customer – details of the person requesting the meeting

<b>Name</b>	
<b>Company</b> (if applicable)	
<b>Role</b> (e.g. Planning consultant, land owner)	
<b>Postal address</b>	
<b>Contact telephone number</b>	
<b>Email address</b>	

#### 2. Other meeting participants

<b>Name</b>	<b>Role</b> (e.g. land owner, architect)

**3. Preferred meeting dates and times** - Identify preferred times and dates for the meeting. At least five business days is required between receipt of the request and the earliest requested meeting time

	Date	Time
Preference 1		
Preference 2		
Preference 3		

**4. Property description** – Identify all relevant properties

<b>Priority Development Area</b>	
<b>Property address</b> <i>(i.e. unit / street number, street name, suburb / town and post code)</i>	
<b>Lot on plan description</b> <i>(e.g. Lot 3 on RP123456)</i>	

**5. Proposal details** – More details result in better guidance

<b>Description of proposal</b> - e.g. new residential tower, 250 lot residential subdivision, extension to an existing child care centre
<b>Type of development proposed</b> - e.g. material change of use, reconfiguring a lot, operational work, building work

Additional details - where applicable			
Gross floor area		Number of lots	
Number of dwellings		Number of car parks	
Building height - storeys		Net residential density	

**6. Priority items for discussion<sup>1</sup>** - nominate the key issues for discussion/feedback


<sup>1</sup> To assist council officers in helping you achieve the most out of the pre-lodgement meeting, please provide up to five key questions / matters you would like to discuss. Where items are not identified through this request, responses will be limited to general advice.

**7. Approval history** – Provide details of any previous pre-lodgement advice received in relation to this proposal and any planning approvals still in effect on the land

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**8. Attachments** – Attach any plans, drawings, or reports to support your request for a pre-lodgement meeting. The level of guidance council can provide depends on the level of detail provided.

Description	Date

**9. Privacy statement**

Information collected is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies - but only for the purposes for which the information is being collected. The proponent's personal information will be stored on departmental files and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

**10. Terms**

A pre-lodgement meeting is a service offered by Mackay Regional Council where informal discussions take place between an applicant and council officers in regard to a proposed development in the Mackay Waterfront Priority Development Area based on information provided by the applicant.

Council officers may not identify all areas of concern or relevance during a pre-lodgement meeting, as further issues may arise during formal assessment once the application is made.

The level of guidance provided by council is dependent upon the level of detail provided by the customer. Any changes to the information included with the original request must be provided to council no later than 72 hours prior to the pre-lodgement meeting to allow for due consideration.

Notes of the pre-lodgement meeting can be provided to the customer at the completion of the meeting or as agreed between the parties.

The advice provided in a pre-lodgement meeting is based on a preliminary review of the documentation provided. It does not involve a full assessment of the proposal against the applicable development instruments or guidelines. Nor does it consider public submissions or third-party technical advice, including from other government agencies.

**11. Customer’s declaration and acknowledgement**

By signing below, the customer requesting the pre-lodgement meeting is -

- a. declaring that the information provided to council in relation to this pre-lodgement request is true and correct to the best of their knowledge
- b. acknowledging the terms of council’s pre-lodgement meetings.

\_\_\_\_\_  
Signature of Applicant / Authorised Person

\_\_\_\_\_  
Print Name and Position

\_\_\_\_\_  
Date