



USER GUIDE #4 - PRE-LODGE MENT PROCESS

MACKAY REGION PLANNING SCHEME 2017

The Mackay Region Planning Scheme 2017 (planning scheme) is the primary planning instrument for managing development in our local government area. The planning scheme:

- outlines a 20 year vision for the region,
- identifies zones, local plans and overlays over land,
- defines various forms of development,
- determines the level of assessment for each type, of development, and
- sets benchmarks for the assessment of development

This user guide provides guidance on how to request pre-lodgement advice relating to your proposed development.

Pre-lodgement advice is provided to give feedback on your development proposal and/or to help clarify your application requirements, before you lodge an application.

Pre-lodgement advice can be provided via two methods:

1. a planning advice enquiry; or
2. for more complex development proposals / applications, a Pre-lodgement meeting can be arranged.

PLANNING ADVICE ENQUIRY

The Planning Advice team is available to answer general questions about development proposals, including:

- is a development application required?
- what information is required as part of a development application?
- what are the likely development application fees?
- how will the development assessment process work?
- what provisions apply to dwelling houses and outbuildings (sheds)?
- what is the minimum lot size for a subdivision?

Planning advice enquiries can be lodged online, in person, by phone or an appointment can be arranged to discuss your proposal with a Planning Advice Officer.

Please phone 1300 622 529 to request advice or head to Council's website to [lodge a written enquiry](#).

PRE-LODGE MEETING

Pre-lodgement meetings are available to provide advice about more complicated development applications. Applicants are encouraged to first lodge a planning advice enquiry to see if this process can resolve any issues.

To request a Pre-lodgement meeting, a [Pre-lodgement Meeting Request Form](#) must be submitted. This form can be downloaded from Council's website. Completed forms can be submitted to Council via email to development.services@mackay.qld.gov.au.

Appointments are required for all Pre-lodgement meeting requests so preferred dates should be provided with your meeting request and a time and date will be arranged by Council.

It is important to provide as much supporting information as possible (plans, etc), because the more information you can provide, the more clear and certain Council's advice will be.

There is no fee for the first meeting and a formal Pre-lodgement meeting response will be provided within 10 business days of the date of the Pre-lodgement meeting.

WHAT INFORMATION CAN A PRE-LODGE MEETING PROVIDE?

Pre-lodgement meetings are intended to:

- confirm Council requirements (Planning Scheme, Policies, Local Laws),
- identify additional information required to support the development application,
- identify preliminary design issues and explore possible solutions, and/or
- provide advice about the assessment process and timeframes.

Pre-lodgement meetings do not:

- indicate the likely outcome of the assessment process,
- provide a detailed assessment of the proposal,
- speculate on Council's view on specific issues, or
- provide feedback on issues other than that for which the meeting was requested.

OTHER RELEVANT USER GUIDES

General

- #1 Using the planning scheme
- #2 What is my zone and other planning scheme designations?
- #3 Do I need to lodge a development application?
- #5 Making a development application
- #6 The development assessment process
- #8 After a development approval is issued

Specific

Please refer to user guides relevant to your proposed development.

FOR MORE INFORMATION

This user guide provides an overview of aspects of the pre-lodgement process only. Please visit Council's website to view the [planning scheme](#).

The *Planning Act 2016*, *Planning Regulation 2017* and the *Development Assessment Rules* set out the requirements for the development assessment process.

Council provides general development advice:

- [Online](#) planning advice enquiries can be lodged via the [Planning advice online enquiries form](#)
- The [Pre-lodgement meeting form](#) is available on Council's website and can be submitted via development.services@mackay.qld.gov.au
- [Phone](#) enquiries and appointments can be lodged by phoning 1300 MACKAY (1300 622 529)

You can also contact a building certifier, consultant town planner, building designer or other qualified professional who can provide assistance and, if necessary, prepare and lodge a development application on your behalf.

FOR MORE INFORMATION PHONE COUNCIL
ON **1300 MACKAY** (1300 622 529)
OR VISIT THE WEBSITE MACKAY.QLD.GOV.AU