



USER GUIDE #4 - PRE-LODGE MENT PROCESS

MACKAY REGION PLANNING SCHEME 2017

The planning scheme is the primary 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 help clarify your application requirements, before you lodge an application.

Pre-lodgement advice can be provided via two methods:

1. a planning and development enquiry; or
2. for more complex applications, a pre-lodgement meeting with a planning officer can be arranged

PLANNING AND DEVELOPMENT 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 and development 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 our website to lodge a written enquiry http://www.mackay.qld.gov.au/business/planning_and_development/online_services/planning_and_development_enquiries

PRE-LODGE MEETING

Pre-lodgement meetings with planning officers are available to provide advice about more complicated applications. Applicants are encouraged to first lodge a Planning and Development Enquiry to see if this process can resolve any issues.

To request a Pre-lodgement meeting, a Development Services Meeting Request Form must be submitted. Development Service Meeting Request forms can be obtained by request from the planning advice team.

Appointments are required for all Development Services Meetings so preferred dates should be provided with your meeting request and a time and date will be arranged.

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, however subsequent meetings relating to the particular application/enquiry may be subject to a fee (as outlined in Council's fees and charges for the applicable period).

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 time frames

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. To view the planning scheme in full please visit Council's website - www.mackay.qld.gov.au/planningscheme

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 enquiries can be lodged via the [Planning advice online enquiries form](#)
- 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**