Request for Pre-lodgement Advice

Application Form

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](http://www.mackay.qld.gov.au/business/planning_and_development/online_services/planning_and_development_enquiries)

Development Planning and Engineering will make contact within 3 business days and endeavour to schedule your meeting within 10 business days of lodgement of this form. If written advice has been requested, correspondence will be issued within 10 business days. This is to ensure that other Council Programs can provide comprehensive advice for the request. In some instances, written advice may be provided to you in lieu of holding a Pre-lodgement Meeting.

Depending on the nature and outcome of the meeting, a response will generally be provided within 10 business days after the meeting.

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).

**1. APPLICANT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant:** |  | | |
| **Contact Name:** |  | | |
| **Company** |  | | |
| **Phone:** |  | **Mobile:** |  |
| **Email Address:** |  | | |

**2. LOCATION DETAILS:**

|  |  |
| --- | --- |
| **Property Address:** |  |
| **Lot and Plan No:** |  |
| **Location on Property:** |  |
| **Mackay Waterfront PDA:** | Is the site within the Mackay Priority Development Area?  Yes?  No? |

**3. MEETING DETAILS:**

|  |  |
| --- | --- |
| **Preferred Method:** | In Person  Online via Teams  Written Advice Only |
| **Preferred Day/s:** | Monday  Tuesday  Wednesday  Thursday  Friday |
| **Preferred Time:** | AM (8:30am – 12pm)  PM (12pm – 4pm) |
| **Attendees:** |  |
| **Attendee Emails:**  *\*Contact details for all attendees of the meeting will be required for issuing of the meeting invite and your attendance confirmation.* |  |

**4. PROPOSAL DETAILS:**

|  |  |
| --- | --- |
| **Application Type:** | Material Change of Use  Reconfiguring a Lot  Operational Work  Other |
| **Summary of Proposal:** |  |
| **Questions for Council Are:** |  |
| **Supporting Material:** | Proposal Plans  Technical Documents (traffic, stormwater, flooding etc)  Other (please specify) |

**5. DECLARATION:**

I/We acknowledge that:

This meeting isintended to:

* Confirm Council requirements (Development Scheme, 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 and explore possible solutions to potential 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/decision of the application assessment, approval or timeframes 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.

Conscientiously believing the above statements to be true and correct, signed on behalf of:

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

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