

# Pre-lodgement Meeting

## What is a Pre-lodgement meeting?

A pre-lodgement meeting is a free meeting between prospective applicants and Councils technical staff to discuss a development proposal prior to the formal lodgement of a development application with Council.

A pre-lodgement meeting provides a prospective applicant the opportunity to discuss and receive feedback from Council on the technical aspects of a development proposal following a preliminary assessment of submitted plans and documents detailing the proposal.

Minor or straight forward proposals may be able to be addressed with a written response or a return phone call.

There are no mandatory requirements to have a pre-lodgement meeting prior to making a development application. However, pre-lodgement meetings are encouraged by Council as the most appropriate means of dealing with enquiries of a complex or site specific nature, or where formal feedback is being sought from Council on a specific development concept or proposal plan prior to lodgement of the development application.

Pre-lodgement meetings may also provide valuable information that may assist with a development application being considered a 'well made' application.

## What is the purpose of a Pre-Lodgement meeting?

- ✓ Confirm applicable Council development requirements;
- ✓ Identify Council information requirements (additional technical studies that are required to be lodged with the application);
- ✓ Identify the level of assessment and any approvals required;
- ✓ identify the need for the application to be referred to other agencies;
- ✓ Identify design issues that will need to be addressed based on a preliminary assessment of submitted information;
- ✓ Explore possible solutions to those design issues; and
- ✓ Provide clarity and certainty about the assessment process and typical timeframes.

## Pre-lodgement meetings are not intended to:

- ✗ Provide a detailed assessment of the development proposal;
- ✗ Provide details of infrastructure charges;
- ✗ Indicate the likely outcome of the ensuing assessment process;
- ✗ Provide a detailed compliance audit of the development proposal against applicable planning scheme codes or other Council policy instruments;
- ✗ Speculate on Council's view on specific issues should such issues be raised subsequently in public submissions; and
- ✗ Provide feedback on development applications other than that for which the meeting was requested.

## How do I arrange a Pre-lodgement meeting?

Requests for Pre-lodgement meetings can be emailed to [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or alternatively posted or lodged at Council offices with all the required information.

## Supporting Information:

Submission of site plans and/or elevations is mandatory and is required to be submitted with your application for a Pre-lodgement meeting. Plans must be received at least 5 business days before Pre-lodgement date. Failure to supply will delay the meeting until all the necessary information is supplied.