



## Referral Agencies

Does the application trigger referrals to Referral Agencies                      Yes                      No                      Not known

## Show Cause/Enforcement Notice (please tick the appropriate box when applicable)

This pre-lodgement meeting sought is a consequence of a Show Cause/Enforcement Notice	Yes	No
If yes, please provide details and attached a copy of the Show Cause/Enforcement Notice	Show Cause Notice	Enforcement Notice

## Detailed Description of Proposed Development

Please provide a general explanation and supporting documents of the proposal. In the case of extensions, dwelling houses, dual occupancies (auxiliary units), home-based business or subdivision proposal. Attach additional pages if the space is insufficient.

*[Note: The provision of Site Plans and/or Elevations is mandatory and is required to be submitted with this request for pre-lodgement meeting. Failure to supply will delay the request for a Pre-lodgement meeting up until all the necessary information is received.]*

*e.g. Reconfiguring a Lot (1 into 5 lots) or Material Change of Use (Multiple Dwelling – 6 x 3 bedroom units) etc.*

If the development is not consistent with specific assessment benchmarks, please indicate a possible solution for addressing this matter. Please attached additional pages if there are additional items to be discussed.

Specific Outcome	Code	Proposed variation and solution
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## Plans and supporting documents (Required)

(a)	The location and site plan	Yes	N/A
(b)	The entire allotment dimensioned showing all road frontage including the name of the road/s	Yes	N/A
(c)	Location and nominated use of all existing and proposed buildings/ structures on the allotment with dimensions from the outermost projection to the property boundary/s	Yes	N/A
(d)	For reconfiguring a lot, proposed subdivision layout and/or staged plan, with proposed lot sizes and road frontages	Yes	N/A
(e)	Other information provided (include Technical Reports, Form 19 , etc)	Yes	N/A

## Details of Meeting Request

### Agenda for Discussion

Provide the list of items/enquiries for discussion in the order of priority (i.e. most important as question number 1).  
Example question: Does the proposed reconfiguration meet the minimum lot size requirements under the zoning of the relevant planning scheme? What reports will Council require as a part of the application?

No.	Item/Question for discussion
1	
2	
3	

Please attached additional pages if you have more questions or items

### Meeting Participants and Preferred Meeting Options

Please note that this is only your preferred date/time and council staff can only accommodate the requested schedule as much as resources are available and if you have submitted the request with all required information/supporting documents at least **10 business days** prior to the proposed meeting date.

Preference	Option 1	Option 2
Preferred meeting dates		
Preferred meeting times		

Type of Meeting	In Person	Virtual (Teams)	Written Advice
	Name of attendee(s)	Role (eg. Owner, Town Planner, Engineer etc)	

### Meeting participants

## Information of previous discussion with council (if applicable)

Have you previously obtained from LVRC any information, advice or attended a pre-lodgement meeting respect to the subject sites? Yes No

If yes, please provide details of council officers you have liaised with and copy of information provided by council

Council's Officer's name

Position Title

Department/Unit

Date information/ advice received and/or meeting held

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## List of attachment(s) included

The detail and accuracy of advice provided by LVRC officers is dependent on the level of details, the plans, documents and technical information provided at the time of Pre-lodgement meeting.

Item	Descriptions of attachment
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## Declaration of Applicant:

In lodging this request, the applicant(s) accept that:

A pre-lodgement meeting is a service offered by Lockyer Valley Regional Council (LVRC) where informal discussions take place between applicant and LVRC's technical officers in regards to a proposed development. Applicant should not rely on LVRC officers to identify all areas of concern during the pre-lodgement meeting. A pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process. A pre-lodgement advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency.

The formal development assessment process carried out by LVRC once a development application is lodged may raise additional issues to those discussed at the pre-lodgement meeting.

**Signature**

**Date**

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### Privacy Statement

*These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.*