

Pre-Application Meeting Information Sheet

Why arrange a Pre-Application Meeting?

Pre-Application Meetings include all relevant council officers, and provide a forum for applicants to obtain holistic council advice about their application.

A Pre-Application Meeting provides the opportunity for the applicant and or their consultants to present one or more of the following submissions for initial advice:

- A completed development application, prior to it being formally lodged with Council. (ie. material change of use, reconfiguring a lot, operational works)
- Initial feedback to a proposed development application where major proposal parameters are known and researched but some direction is required from Council prior to the formal lodgement of the application.

NOTE: Pre-application meetings are offered as a **free** service by the Development Assessment Branch, and as such meeting minutes are not distributed following the pre-application meeting. However, you are welcome (and encouraged) to take your own meeting minutes. Again, pre-application meetings should not be substituted for independent professional advice or a comprehensive due diligence process.

What issues may be addressed at Pre-Application Meetings?

Planning, Engineering, Environmental Health, Environmental Planning, Water & Wastewater Unit, Building and Plumbing issues can be discussed at these meetings.

Pre-Application Meetings will NOT be a forum for the following:

- The questioning of any previous development approvals issued by Council, unless there is a requirement to apply for a formal change to a development approval (i.e. changing or deleting conditions etc.);
- The questioning of a decision made by Council during the applicant's appeal period;
- "Without prejudice" discussions relating to a Notice of Appeal lodged with the Planning and Environment Court; and/or
- Provision of advice more suited to private consultant (i.e. Personal advice in regards to best options)

Where are Pre-Application meetings held?

Pre Application meetings are held every **Tuesday afternoon** and **Thursday morning** at Council's Community Sustainability Office at 29 Channon Street, Gympie.

How do I arrange a Pre-Application Meeting?

Complete the attached Pre-Application Meeting Request Form, with the required information and return to Council's Development Assessment Branch by emailing planning@gympie.qld.gov.au or lodging a hardcopy at Community Sustainability, 29 Channon Street, Gympie (PO Box 155, Gympie QLD 4570).

Submit as much information about the application as possible with your request. The meeting will be of greater value to you if Council staff have time to review the application. It is essential for applicants and consultants to have sufficient information and plans with them at the meeting to enable an informed opinion from Council's staff.

Once received, Council staff will arrange the Pre-Application Meeting with the appropriate Council Officers, we will contact you to confirm the appointment. Council requests five (5) business days notice to arrange meeting times, however they will be dependent upon the availability of officers.

Pre-Application Meeting Form

Pre-Application Meetings are designed to provide advice, prior to submitting a Development Application to Council. Council endeavours to bring together all Council officers relevant on the day to provide advice and may indicate at this time whether your proposal may be accepted. It is not intended to be a thorough assessment process. Prior to lodging this form, please provide the following items:

- Nature of Application
- Proposal Plans
- Proposal Outline/ Details
- Key issues

Applicant Details

Applicant's Name:		
Postal Address:		
Suburb / Postcode:	Suburb:	Postcode:
Contact Number:		
Email Address:		
Consultant Details		
Consultant Name:		
Postal Address:		
Suburb / Postcode:	Suburb:	Postcode:

Site Details

Address:	
Lot and Plan:	
Zone:	
Site Area (m²)	

Development Details

Type of Use:	<input checked="" type="checkbox"/>	Proposal: (EG: Dual Occupancy, Subdivision to Create # Lots, Earthworks)
Material Change of Use:	<input type="checkbox"/>	
Reconfiguring a Lot:	<input type="checkbox"/>	
Operational Work:	<input type="checkbox"/>	
Other: (specify)	<input type="checkbox"/>	
Brief Summary of Proposed Use: (To be expanded in attachments)		

Agenda Items

<i>This information will be used as an Agenda for the meeting. Please be specific and list all matters intended for discussion</i>	
1.	
2.	
3.	
4.	
5.	
6.	

Meeting Details

Meeting Date:	Preferred Time:
Option 1: Tuesday Afternoon / Thursday Morning	
Option 2: Tuesday Afternoon / Thursday Morning	

Meeting Participants

Attendee Name:	Relationship (EG: Owner, Consultant, Engineer)

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