WHY HAVE A PRE-LODGEMENT MEETING?
Pre-lodgement meetings provide an opportunity for applicants to seek advice on their development proposal, discuss issues that may arise in the assessment of the proposal, identify relevant matters and resolve issues, prior to lodging a formal development application.

A pre-lodgement meeting also aims to assist the applicant in submitting a well-made application, by clarifying all the relevant information that Council will require in the development assessment process.

TYPES OF MEETINGS
There are three types of pre-lodgement meetings.

Informal consultation
This is either a phone consultation, or a conversation at Council’s customer service counter at 103 Walker Street, Townsville City. An informal consultation will provide brief advice and information, and is suitable for simple enquiries such as identifying the zoning for a specific land parcel, or the height limit for development in your area.

Informal meeting
The informal meeting is suitable for simple matters, including Plan Right applications, to discuss eligibility, and review specific development proposals for a parcel of land.

At this meeting you can expect feedback on your proposal, outlining the development constraints and opportunities for the subject land or property. Every effort will be made by Council representatives to identify the issues that a subsequent application should address. Note that the more information you make available (preferably before a meeting), then the greater and more accurate will be the advice you receive in return.

There will not be a minute taker provided at these meetings—you will be responsible for taking your own notes. If you need minutes to be issued then you will need to book a formal meeting and follow the guidelines set out below.

Formal meeting
This type of pre-lodgement meeting is suitable for complex development proposals that require comprehensive advice across specialist areas. It will be necessary sometimes for the pre-lodgement team to engage with other specialists within Council to obtain strategic advice/direction. This level of consultation will increase the preparation time given to the process prior to the meeting and the applicant should be mindful of this. For example, developments often have traffic impacts, or exert significant demand on existing infrastructure. Accordingly, investigations may be required to ascertain the consequences of the proposed development. The goal is to identify and resolve all the problems before you lodge your application.

A request for a formal pre-lodgement meeting will need to be accompanied by specific plans, relevant reports and any other related materials upon which comment is sought. These will need to be submitted at least 10 business days before the proposed meeting. These plans should be submitted with the Pre-lodgement meeting request form.

This meeting will include senior planners and engineers, other specialists as required, and a minute taker. Your proposal will be discussed in detail and a formal response to issues identified by yourself and Council will be addressed. The meeting will develop and explore possible options and, where possible, provide alternative solutions with the intent of achieving a positive outcome for you and Council. Council will identify issues and advise on the content of information/reporting required to make a well-made application. The express purpose of this meeting is to deal with matters and issues at this early stage in order to reduce or negate the need for information requests at the application stage.

It may be necessary to have more than one meeting in order to reach a position where all matters have been identified and resolved. This will not always become apparent until the first meeting. Council encourages ongoing dialogue until all parties have a common agreement of the issues. Where referral to concurrence agencies (SARA) is identified, it is desirable for the applicant to obtain concurrence advice to be included in the pre-lodgement process.

The end of the pre-lodgement meeting/s occurs when all participants agree on the findings, action items, and conclusions reached. The minutes of the meeting will be emailed within five business days following the meeting.

BOOKING A MEETING
For informal and formal meetings use the Pre-lodgement meeting request form. This is found on Council’s website. Alternatively, contact Council on 13 48 10.
DEVELOPMENT APPLICATION REQUIREMENTS
For information on Council's development application requirements, refer to Schedule 6.4 Development manual planning scheme policy, Section SC6.4.2 Development application guidelines, in the Townsville City Plan at http://eplanning.townsville.qld.gov.au.

MORE INFORMATION
If you require further information, visit Council's website townsville.qld.gov.au, or call Council's Customer Service Centre on 13 48 10.

DISCLAIMER
Whilst Council actively encourages and supports the use of the pre-lodgement meeting, these meetings are not intended to:
» guarantee a positive response to every proposal submitted; or
» by-pass Council’s legislative and legal obligations and cannot:
» anticipate referral agency assessment outcomes; or
» determine the consequence of public submissions in the application process.