

PRE-LODGEMENT MEETINGS

Planning Act 2016

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
- » 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.

MEETING OUTCOMES

At the meeting, you can expect feedback on your proposal, outlining the development constraints and opportunities for the subject land or property.

Council attendees will include 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.

Every effort will be made by these Council representatives to identify the issues that a subsequent application should address, and advise on the content of information/reporting required to make a well-made application.

The express purpose of pre-lodgement meetings is to deal with matters and issues at an early stage to reduce or negate the need for information requests at the application stage.

Council aims to email the minutes of the meeting to attendees within 10 business days following the meeting.

PROVIDING INFORMATION ABOUT YOUR DEVELOPMENT

The more information you make available (preferably before a meeting), then the greater and more accurate will be the advice you receive in return.

Council recommends that a request for a pre-lodgement meeting 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 5 business days before the proposed meeting.

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.

ADDITIONAL MEETINGS

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.

BOOKING A MEETING

Book a meeting using 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>.

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.

PHONE CONSULTATIONS AND COUNTER ENQUIRIES

For simple enquiries such as identifying the zoning for a specific land parcel, or the height limit for development in your area, phone Council on 13 48 10 for a phone consultation, or visit 103 Walker Street, Townsville City for a conversation with Planning and Development staff at Council's Customer Service Counter.