

Logan Planning Scheme 2015

Pre-lodgement Meeting Request Form

A Pre-lodgement meeting is a service offered by Logan City Council where informal discussions take place between an applicant and Logan City Council's technical officers in regards to a proposed development based on plans, documents and technical information provided by the applicant.

Applicants should not rely on Logan City Council officers to identify all areas of concern during the Pre-lodgement meeting. The formal development assessment process carried out by Logan City Council once a development application is lodged may raise additional issues to those discussed at the Pre-lodgement meeting.

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1 Preliminary Details

Is this a RiskSmart Planning application? No Yes

Is the site included in the Emerging Community zone?
 No Yes

If yes, is the site included in a general planning layout (GPL) or land use area plan (LUAP)?
 No Yes

If yes, the standard pre-lodgement process is to be followed. If no, the structure planning pre-lodgement process is to be followed. Please see the notes at the end of this form for more information regarding this.

2 Subject Site Details

Site Address

Real Property Description

Lot Number	Plan Type (i.e. RP/SP) and Plan Number

Current Use

Zone/Precinct/Local Plan

Site Area

 m²

Information about zoning and site area is available on Planning and Development Online.

3 Applicant Details

Name

Address

Telephone

 ()

Facsimile

 ()

Mobile

Email

4 Meeting Details and Participants

Preferred Meeting Date/s

Preferred Meeting Time/s

Is written advice preferred? No Yes

Meeting Participants Details

Attendee Name	Owner/Area of expertise/Profession (eg planner, engineer)

PLEASE NOTE: Logan City Council is collecting your name, residential address and telephone contact details in order to process your Pre-lodgement Request under the *Local Government Act 2009*. Logan City Council will use this information to process the application of your proposed development and this information will only be accessed by employees of Logan City Council for Council related business activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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5 Previous Pre-lodgement Meeting Advice

Have you previously obtained from Logan City Council any information, advice or attended a Pre-lodgement meeting in respect to this site?

No Yes - (If yes, please attach a copy of the information supplied by Council)

Council Officer's Name

Position

Department/Branch

Date information or advice received/meeting held

6 Description of Proposed Development

Submitting your request

IMPORTANT NOTE: The provision of Site Plans and/or Elevations is mandatory and is required to be submitted with this application for the Pre-lodgement meeting. Failure to supply will lead to Council refusing the request for a Pre-lodgement meeting.

The detail and accuracy of advice provided by Logan City Council officers is dependent on the level of detail provided by the applicant. Applicants should provide as much detail as they can (such as traffic advice, hydraulic advice, survey plans) for the Pre-lodgement meeting.

The advice provided by Logan City Council officers is based on the information and drawings supplied with this application only. Any changes to the information and drawings MUST be submitted to Logan City Council a minimum of 48 hours prior to the agreed meeting commencement date; otherwise, the Pre-lodgement meeting could be postponed or cancelled at the discretion of Logan City Council.

Site plans and/or elevation details to be provided

- i. The location and site area of the subject site Yes N/A

- ii. The entire allotment dimensioned showing all road frontages including the name of the road/s Yes N/A

- iii. Location and nominated use of all existing buildings/structures on the allotment with dimensions from the outermost projection to the property boundary/s Yes N/A

- iv. Location and nominated use of all proposed buildings/structures on the allotment, with dimensions from the outermost projection to the property boundary/s Yes N/A

- v. Proposed Subdivision layout, with proposed lot sizes and road frontages Yes N/A

PART A - Type of development beign proposed

- Material Change of Use (new use, extension) - COMPLETE Parts B & C

- Reconfiguring a Lot (subdivision, boundary realignment, easement) - COMPLETE Parts B & D

- Combined Application (i.e. Material Change of Use and Reconfiguring a Lot) - COMPLETE Parts B, C & D

- Operational Works Application (i.e. earthworks, advertising devices) - COMPLETE Part B

PART B - General explanation of the proposed use. In the case of extensions, dwelling houses, dual occupancies (auxiliary units), home based businesses and 1 into 2 lot subdivisions, provide the reason for the meeting.

PART C - If Material Change of Use

Answer as applicable:

- i. Number of dwelling units proposed: Total
- x1 bedroom
- x2 bedrooms
- x3 bedrooms
- x4 bedrooms

- ii. Proposed Density:

- iii. No. of storeys:

- iv. Existing and/or proposed gross floor area:

- v. Days and hours of operation:

- vi. No. of employees:

PART D - If Reconfiguring a lot

Intended final use of new lots:	Residential	Commercial	Industrial	Other - specify
Number of lots created:				

7 Show Cause Notice

Is this Pre-lodgement meeting sought as a consequence of a Show Cause Notice issued by Council?

No Yes – (If yes, please attach a copy of the Show Cause Notice.)

8 Priority items for discussion

Example Question:

Is the proposed density appropriate for the Low Density Residential Zone, Suburban Precinct?

**Maximum of 6 issues will be discussed at the Pre-lodgement meeting and where items are not identified through this request responses will be limited to general advice. The filling out of this section is mandatory.*

9 Confidentiality

Is this proposed development commercial in confidence? Yes No

10 Structure Plans

Development proposals in the Emerging community zone, where no general planning layout or land use area plan has been provided by Council, will require the preparation of a structure plan. This is because detailed land use and infrastructure planning has not been undertaken for these areas and is required prior to any development applications being lodged. Pre-lodgement advice regarding structure plans will commence with written advice, followed by the drafting of a structure plan by the applicant and consultation with Council and elected officials. More information regarding this process is available on Council's Pre-lodgement Meeting Fact Sheet.

11 Declaration

In lodging this request for a Pre-lodgement meeting, the applicant accepts that:

- A Pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process.
- Whilst every effort will be made by Logan City Council officers, a Pre-lodgement meeting may not identify all areas of concern or requirements which are raised during 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.
- In the case of a structure plan, Council will use the final endorsed structure plan to inform development proposals in the surrounding area, as deemed to be relevant by Council.

If lodging this form electronically, please signify your agreement to the above by placing an X after your name in the signature box below. Alternatively, please sign and submit as a hardcopy, or scan and email your application.

Date

Signature

Notes of the Pre-lodgement meeting will be provided to the applicant at meeting completion.

Requests for Pre-lodgement meetings may be handed to officers of Logan City Council's Customer Service Unit, emailed or posted.

Council use only		DM#9460922
Date Received	Name of Receiving officer	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Development Assessment Enquiry Counter
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