

# FORM: Pre-lodgement Meeting Request

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.

## Section 1: Preliminary Details

Questions	No	Yes
Are you an accredited RiskSmart consultant?	<input type="checkbox"/>	<input type="checkbox"/>
Are you proposing to lodge this request through RiskSmart?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site included in the Emerging Community Zone?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is the site included in a general planning layout (GPL) or land use area plan (LUAP)? <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 2: Subject Site Details

Site address	<input type="text"/>
Real property description	<input type="text"/>
Current use	<input type="text"/>

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy).

<b>Zone / precinct / local plan</b>	
<b>Site area</b>	<i>(Information about zoning and site area is available in the <a href="#">Development Enquiry Tool</a>).</i>

### Section 3: Applicant Details

<b>Company name</b>	
<b>Contact name</b>	
<b>Contact number</b>	
<b>Address</b>	
<b>Email address</b>	

### Section 4: Meeting Details and Participants

Due to COVID-19 restrictions, a maximum of five external meeting attendees is permitted for face-to-face meetings. If additional external meeting attendees are required, please identify them in the appropriate section below. Please note, this may result in a delay in booking a pre-lodgement meeting, based on meeting room capacity and availability. Alternatively, where more than five external meeting attendees is required, please consider requesting a meeting via videoconferencing.

All external meeting attendees are to be limited to those shown on this pre-lodgement meeting request form, unless otherwise agreed to in writing by Council officers. No other external meeting attendees will be permitted to attend the pre-lodgement meeting.

<b>Preferred meeting format</b>	<input type="checkbox"/> Written advice <input type="checkbox"/> Face-to-face meeting <input type="checkbox"/> Videoconference (e.g. Microsoft Teams/Zoom) <p><b>Note:</b> <i>Written advice will also be provided by Council officers following a face-to-face meeting or a videoconference. Please only select the written advice option if you do not want a meeting with Council officers. If the videoconference option is selected, a link to</i></p>
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	<i>access the videoconference will be provided as a separate invitation prior to the meeting.</i>	
<b>Preferred meeting date(s)</b>		
<b>Preferred meeting time(s)</b>		
<b>Meeting participant details</b>	<b>Attendee name</b>	<b>Owner / area of expertise / profession (e.g. planner, engineer)</b>

## Section 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.

<b>Council Officer's name</b>	
<b>Position</b>	
<b>Department / Branch</b>	
<b>Date information or advice received / meeting held</b>	

## Section 6: Trunk Infrastructure

Is there any trunk infrastructure proposed (as identified or not identified by the LGIP)?

No  Yes

## Section 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.

## Section 8: Description of Proposed Development

The provision of Site Plans and / or Elevations (professional plans are not necessary), as well as a general explanation of the proposed use (Part B) and questions regarding the proposal ([Section 9](#)) 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

Site plans and / or elevation details to be provided	Yes	N/A
The location and site area of the subject site.	<input type="checkbox"/>	<input type="checkbox"/>
The entire allotment dimensioned showing all road frontages including the name of the road(s).	<input type="checkbox"/>	<input type="checkbox"/>
Location and nominated use of all existing buildings / structures on the allotment with dimensions from the outermost projection to the property boundary(s).	<input type="checkbox"/>	
Location and nominated use of all proposed buildings / structures on the allotment, with dimensions from the outermost projection to the property boundary(s).	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Subdivision layout, with proposed lot sizes and road frontages.	<input type="checkbox"/>	<input type="checkbox"/>

Plan Title	Drawing / Sheet No.	Issue	Date	Prepared by
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The Pre-lodgement Meeting advice will be provided based on the plans submitted to Council. Submitting plans is mandatory but completing the table below is not mandatory.


(✓)	<b>PART A – Type of development being proposed</b>
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<input type="checkbox"/>	Variation Request – COMPLETE Parts B & C (where relevant)
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<input type="checkbox"/>	Material Change of Use (new use, extension) – COMPLETE Parts B & C
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<input type="checkbox"/>	Reconfiguring a Lot (subdivision, boundary realignment, easement) – COMPLETE Parts B & D
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<input type="checkbox"/>	Combined Application (i.e. Material Change of Use and Reconfiguring a Lot) – COMPLETE Parts B, C & D
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<input type="checkbox"/>	Operational Works Application (i.e. earthworks, advertising devices) – COMPLETE Part B
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<b>MANDATORY PART B</b>
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Provide a general explanation of the proposed use and / or reconfiguring a lot and / or variations sought. 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. Please also identify the level of assessment.

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**PART C – If Material Change of Use**

<b>Number of dwelling units proposed</b>	Total: 1 bedroom:                      2 bedrooms: 3 bedrooms:                      4 bedrooms:
<b>Number of car parks</b>	
<b>Proposed density</b>	
<b>Number of storeys</b>	
<b>Existing and / or proposed GFA</b>	<i>(gross floor area)</i>
<b>Days and hours of operation</b>	
<b>Number of employees</b>	

**PART D – If Reconfiguring a Lot**

<b>Number of lots created</b>	Residential:                      Commercial: Industrial: Other – specify:
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**Section 9: Mandatory Priority Questions or Discussion**

#	Questions
1	
2	
3	

4	
5	
6	

**Note:** Maximum of six 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.

## Section 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. To learn more about this process see [Pre-lodgement meetings](#) on Council's website.

## Section 11: Confidentiality

Is this proposed development commercial in confidence?  No  Yes

## Section 12: Terms

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 5 business days prior to the agreed meeting commencement date; otherwise, the Pre-lodgement meeting could be postponed or cancelled at the discretion of Logan City Council.

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

## Section 13: Declaration

<b>Declaration</b>	<p>In lodging this request for a Pre-lodgement meeting, the applicant accepts that:</p> <ul style="list-style-type: none"><li>a) A Pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process.</li><li>b) 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.</li><li>c) A Pre-lodgement advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency.</li><li>d) 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.</li></ul> <p>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.</p>
<b>Signature</b>	
<b>Date</b>	