

# Pre-lodgement Meetings Guidelines

## Purpose

The pre-lodgement service is a free service to provide specific advice for a development proposal. Pre-lodgement advice aims to identify known proposed development issues, site location information and Council's strategic objectives for the development of the area. The Pre-lodgement service does not constitute a detailed assessment of the development and may not indicate the likely outcome of a subsequent assessment process. Pre-lodgement services may not identify all areas of concern or requirements which are raised during the subsequent assessment process.

## Exclusions for Pre-lodgement services

The pre-lodgement service is not offered for the following types of development:

- Dwelling houses (including structures like sheds, extensions, carports and secondary dwellings);
- Dual occupancies (including auxiliary units); and
- Reconfiguration of lot (one lot into two lots). *Note: Council, may at its discretion, consider a PLM request for more complex one lot into two lots subdivision proposals.*

These types of development are treated as general planning and development enquiries. You can contact our [Planning and Development Enquiries team](#) for advice relating to these development proposals.

As a free service, Council at its discretion may decline any pre lodgement meeting request or respond to the request as a general planning and development enquiry. Specific examples of situations where Council may decline a pre lodgement meeting request include where:

- Council is experiencing an unusually high volume of Pre-lodgement meeting/advice requests and is unable to respond to the request in a timely manner
- Insufficient information is provided to support the request and additional officer time will be needed to review and respond to the request due to the lack of information
- It is determined a development proposal has no prospects of being supported
- Council has previously provided advice on the proposal and the advice would be similar or the same
- The request for advice would be better progressed through another process or through another area of Council or relates to matters that are not administered by the Development Assessment Branch

- The customer has previously displayed concerning or aggressive behaviour towards Council officers
- Due to the nature or complexity of the request, it would place an undue resource burden on Council officers to address the matter through its pre lodgement service, or
- The request would be more efficiently processed through a formal letter of advice request.

While Council may offer a Pre-lodgement review of Minor change proposals, depending on the complexity of the proposal and/or level of detail provided, Council officers may process this request via a phone call to the applicant and a follow up email confirming Council's position on the proposal. A pre-lodgement request is to be limited to one development proposal over a single development site (can be multiple contiguous properties) rather than the consideration of multiple forms of development over a site or over various other sites in the City.

## Requirements for a Pre-lodgement request

A Pre-lodgement request must be accompanied by the following:

- Completed Pre-lodgement meeting request form, including specific questions to be answered
- Concept plan/s drawn to a minimum scale of 1:200 for the proposal, including the following:
  - Drawn using metric measurements (please note: plans prepared using imperial measurements (inches/feet/yards) will not be accepted).
  - location and nominated use of all existing buildings/structures on the allotment including landscaping, pathways and slopes.
  - the entire allotment dimensioned showing all road frontages including the name of the road/s.
  - the proposed subdivision layout, with proposed lot sizes, road frontages and consideration of adjoining development sites (including preliminary structure planning completed).
  - location and nominated use of all proposed buildings/structures on the allotment, with dimensions from the outermost projection to the property boundary/boundaries.
  - Other supporting material about the proposed development.
- In addition to the Pre-lodgement meeting request form, more complex development proposals are recommended to be accompanied by a covering letter or short report detailing specific issues and/or additional information supporting the Pre-lodgement questions (refer below).

## **Structuring Pre-lodgement Questions or Discussion points (Section 9 of Pre-lodgement meeting request form)**

The way a customer structures their Pre-lodgement questions for advice improves the efficiency and effectiveness of the meeting and advice provided by Council officers. A well-structured Pre-lodgement question gives Council officers better direction in considering the customer's request, resulting in more accurate discussions and advice.

Providing justification to support the customer's request e.g. how the issue addresses the Performance outcome/Overall outcomes of the Code is a good conversation starter with Council officers. Justification may take the form of several dot points in an accompanying pre-lodgement cover letter or report as well as supporting drawings and plans.

Referencing relevant sections of the Logan Planning Scheme 2015 is also a good starting point to formulate a customer's questions.

Including questions along the lines of "Will Council officers support the proposal?" or "Seeking Officers support for the proposed lot configuration", does not provide enough information for Officers to provide an informed response.

Please note: Council officers' preparation for Pre-lodgement discussions is based on the questions and plans included as part of the original Pre-lodgement request. Updated plans and/or additional questions tabled either prior to the meeting or at the meeting will not be considered, as the necessary review against the Planning Scheme would not have occurred based on insufficient time allowed.

## **Specialist reports**


Please be advised that detailed specialist reports submitted with the Pre-lodgement request will not be reviewed by Council officers as part of the Pre-lodgement process. Council officers may by agreement undertake a preliminary review of a report outside of the Pre-lodgement process, which would be subject to longer timeframes. Certain specialist reports such as an Economic needs and impact assessment report require a third party review by an external consultant on Council's behalf. Should feedback on such a report be requested, the customer would be required to pay the necessary consultants fees for a review to be undertaken.

## **Pre-lodgement requests and Show cause notices**

Where a customer is seeking a Pre-lodgement meeting request as part of addressing a Show cause notice, it is requested that the customer submits a copy of correspondence from the relevant Compliance Officer supporting or directing the customer to seek a Pre-lodgement meeting with Council as part of the request.

## **Determining the Pre-lodgement request**

The above requirements are mandatory documents that must be provided to facilitate Council officers review of the proposal and the provision of accurate and comprehensive pre-lodgement advice. Requests may be refused where information is insufficient, unsuitable or where specific issues/questions have not been identified on the form.



Customers will be given an opportunity to rectify the Pre-lodgement request and submit additional information.

Where a Pre-lodgement meeting has been requested, depending on the proposal's complexity, Council officers may respond to the request via a Customer Service Request, a phone call, written advice or through a meeting (either MS Teams or Face to Face). Should a preliminary review of the proposal result in Council officers determining that the proposal cannot be supported due to critical conflicts with the Logan Planning Scheme 2015, Council officers will contact the customer to advise of such and the request for a Pre-lodgement meeting may be declined. Follow up email correspondence confirming Council's position will be provided.

### **Timing and Attendance**

Please allow for a minimum of 5 business days from when a properly lodged Pre-lodgement request is received to when a meeting is scheduled (this will depend on how quickly an applicant responds to meeting times that are offered as well). Please note that while efforts will be made to accommodate a customer's timeframe, Pre-lodgement meetings are scheduled in the order that they are received and a meeting cannot be guaranteed in the 5 business day timeframe.

Please note that due to meeting room limitations, the number of customer meeting attendees for Face to Face meetings are limited to 5. Additional attendees can access the meeting through MS Teams, to be arranged by the customer.

### **Meeting Conduct**

Pre-lodgement meetings are to be conducted in a respectful and professional manner. While Council officers acknowledge that certain requirements and outcomes of the Planning Scheme may not align with a customer's intent, Council will not tolerate physically or verbally abusive behaviour. This includes yelling, swearing or use of any derogatory language. Council officers reserve the right to end a meeting/deny a Pre-lodgement meeting, should customers display rude, disrespectful or otherwise unprofessional behaviour.

### **Other Services**

You can also request paid written advice about some development activities. More information about Letters of advice can be found on our website at [Pre-lodgement advice – Logan City Council](#)