

FORM REQUEST FOR PRE-LODGE MENT MEETING



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

NOTE	GENERAL INFORMATION
Preparation	<p>Before requesting a pre-lodgement meeting you should do the following:</p> <ul style="list-style-type: none"> Examine Council's Codes, Policies and Planning Instruments to determine whether your proposal would comply with relevant Council requirements. Undertake a site analysis that identifies constraints and opportunities for the site. Consider development options for the site to demonstrate the suitability of the site and the preferred option. Prepare preliminary plans. These plans must be submitted with this request form. Submit one (1) electronic copy of the site analysis, preliminary plans and supporting information. Pay appropriate pre-lodgement meeting fee. <p>Once lodged, the applicant will be contacted and notified of the next available date and time for the meeting.</p>
After the meeting	Council will email the applicant written notes addressing the specific issues listed in Section 5, as well as information for consideration and lodgement requirements.

SECTION 1	MEETING TYPE
Circle your preference of meeting type:	1. An online meeting (MS Teams)
	2. A written response (an online meeting is not required)

SECTION 2	APPLICANT DETAILS	
Company Name		
Name	Surname	Title
	Given	Middle
Postal Address	Number and Street	
	PO Box / DX / Other	
	Suburb / Town	State
Contact Details	Phone	Mobile
	Fax	Email
Applicant's Signature		Date

SECTION 3 SITE DETAILS						
Lot Description <small>Attach extra sheet if insufficient space</small>	Lot/Unit	Sec	DP/SP	Lot/Unit	Sec	DP/SP
	Lot/Unit	Sec	DP/SP	Lot/Unit	Sec	DP/SP
	Number and Street					
	Suburb / Town			State	Postcode	

SECTION 4 PROPOSAL	
Development Description	
Value of Development	\$

SECTION 5 ISSUES	
Specific issues which you want addressed at the pre-lodgement meeting	1
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