



## Planning and Development Advice

Livingstone Shire Council is committed to providing customers with efficient, responsive and friendly service. Part of Council's commitment to provide quality service includes provision of free general planning and property advice as well as development assessment pre-lodgement discussions.

### Council's Duty Planner Service

#### What is the Duty Planner service?

The Livingstone Shire Council provides a general enquiry service for planning scheme and development related matters. Each week, one of the Development Assessment planning officers will be on duty to provide assistance to the public and to respond to planning enquiries as soon as possible.

Assistance can be sought via:

- a face-to-face appointment; or
- an e-mail query; or
- by telephone correspondence through Council's customer service centre.

#### How can the Duty Planner help?

Some of the things that the duty planner may be able to assist with include:

- identifying the planning scheme zone or any zone precinct allocated to land;
- identifying whether particular development is or is not appropriate on a parcel of land;
- identifying planning scheme information including

zones, overlays, and planning scheme assessment tools such as codes;

- identifying documentation that is required to lodge a development application;
- identifying application fees and infrastructure charges;
- the type of development application you may require for certain developments;
- explaining how the development application process will work; and
- where possible, the Duty Planner may provide other planning guidance for you to consider if appropriate to your development requirements.

#### How can I make a Duty Planner appointment?

It is recommended that an appointment with the Duty Planner is made so that sufficient time can be allocated for your enquiry. Council cannot guarantee that the officer will be available when you arrive without an appointment.

The Duty Planner is generally available between the hours of **9.00 a.m. to 12.00 p.m. and between 1.30 p.m. to 4.00 p.m. weekdays.**

If you are unable to make a scheduled appointment or you will be substantially late, let our team know to enable us to try and accommodate your appointment the same day if possible.

**In person:** 70 Anzac Parade, Yeppoon

**Phone:** (07) 4913 5000 or 1300 790 919.

**Email:** [DutyPlanner@livingstone.qld.gov.au](mailto:DutyPlanner@livingstone.qld.gov.au)

## Council's Development Assessment Pre-lodgment Meeting Service

### What is a pre-lodgment meeting?

The Livingstone Shire Council provides a development assessment pre-lodgement meeting service for planning scheme and development application related matters.

The purpose of a pre-lodgement meeting is to provide an opportunity for applicants and Council Officers to discuss key issues relevant to a specific development proposal. The meeting will include Council Officers from various specialist areas including town planning, engineering, environmental health and natural resource management.

Large scale and complex development proposals generally involve a greater array of issues and a pre-lodgement meeting with Council's Development Control Unit is recommended before the lodgement of a development application.

The pre-lodgement meeting service is not intended to be a service which provides answers for general interpretation of the Planning Scheme, identification of all applicable codes or determination of the required level of assessment. If you require general advice of this nature, Council recommends that you utilise the Duty Planner service for planning related matters.

Pre-lodgement meetings are held every Wednesday morning from 10 a.m.

### How to request a pre-lodgement meeting

Applicants must submit a completed **Pre-lodgement Meeting Request Form** by close of business on the Monday two (2) weeks prior to the proposed meeting date and provide the following:

- A proposal plan, including any proposed development layout and/or elevation plans;
- A brief description of the proposed development;
- An agenda or summary of specific issues that you wish to discuss; and
- Details of alternative solutions to specific issues/non-compliances identified in the Planning Scheme.

It is important that you nominate your preferred meeting date and time on the pre-lodgement meeting request form. Council will make every effort to meet your request. Submit requests by

**Phone: 1300 790 919**  
**Post: PO Box 2292 Yeppoon Qld 4703**  
**Email: [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)**

Please note that information provided at the meeting is given in good faith and it in no way binds a decision by the Council. Furthermore the advice provided does not indicate in any way the likely outcome of any subsequent formal development assessment process.

Following the pre-lodgement meeting applicants will receive a copy of the Minutes of the meeting outlining the issues discussed. The information provided is intended to be used as a guide only and does not constitute a detailed assessment and in no way guarantees the outcome of any subsequent assessment process. For complex proposals applicants may still need to seek assistance from professionals such as town planning consultants, architects, engineers, designers and surveyors.

You should identify areas of non-compliance with, or deviation from, the requirements of the Planning Scheme prior to attending the meeting. Council recommends that you review the relevant Planning Scheme requirements.

### Other advice and information

#### Professional advice

Although Council aims to assist you through the planning process, preparing a development application can be a complex task and you may find it useful to get expert help with preparing your application. Different professional consultants may be able to assist you with your development project, such as architects, engineers, designers, surveyors and planners.

Before you engage an allied professional to work on your project it is recommended that you do some research to make sure they provide the service you need, obtain several quotes and ask for details of other similar projects that they may have worked on.

#### Planning scheme information

An array of information is available on Council's internet webpage to assist with planning and development matters in the Livingstone Shire planning scheme area.

To find out more about existing plans and strategies and the draft Livingstone Planning Scheme visit [www.livingstone.qld.gov.au/plansstrategies](http://www.livingstone.qld.gov.au/plansstrategies) or contact our team on 1300 790 919 or at [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au).

The planning scheme is available to view and download, including all rules, tables of assessment, codes, zone maps, overlay maps, and schedules containing definitions and other infrastructure and development standards.

*Disclaimer: The content of this information sheet is a summary and has been prepared to assist the reader to understand the Planning Scheme. This advice given does not bind or fetter the Council in any way in exercising its statutory responsibilities in assessing any development application which might be made to the Council. Please refer to the full Livingstone Planning Scheme 2018 document on Council's website for further detail.*