



## PRELODGEEMENT MEETING REQUEST FOR APPOINTMENT

Pre-lodgement meetings can provide you with advice and assistance in the early stages of planning and designing a development proposal and can help to identify key issues. Pre-lodgement meetings are not intended to investigate every detail covered through the formal assessment process, however Livingstone Shire Council officers will indicate if the proposal is likely to gain support. Pre-lodgement meetings are held each Wednesday morning from 10.30 am.

For a pre-lodgement meeting to be a success for all parties involved it is essential that the following items are provided to Council with your request for the meeting:

A proposal plan;

A brief description of the proposal;

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.

### APPLICANT DETAILS

Applicant					
Consultant					
Owner					
Contact Person		Phone		Email	

### MEETING DETAILS

Preferred Meeting Type	In-Person Meeting	Teams Meeting
Preferred Meeting Date	(meetings are held each Wednesday from 10.30 am)	
Meeting Attendees		
Name	Company	Area of Expertise

### SITE DETAILS:

Address	
Real Property Description	
City Plan Area/Zone	
Site Area	
Current Use	
Existing Approvals	

### PROPOSAL DETAILS:

Description of the proposed development

**ATTACHMENTS:**

List of reports, proposal plans and documents attached to request

**KEY ISSUES FOR DISCUSSION:** *(This will be used as an Agenda for the meeting – please be specific and list all matters that the Applicant intends to discuss)*

**BACKGROUND:**

Have you previously obtained any information/advice from Council in relation to this site?

*(if yes, please fill out the following items or provide as an attachment)*

Council Officer	
Date of advice	
Advice received	

**HOW TO LODGE YOUR REQUEST:**

Please email your completed form and necessary documentation to [dutyplanner@livingstone.qld.gov.au](mailto:dutyplanner@livingstone.qld.gov.au)

All information must be received by Council by close of business on the Monday two (2) weeks prior to the preferred Wednesday meeting date. This will allow officers to investigate the request prior to the meeting.