

This factsheet provides information regarding Councils Pre-Lodgement meetings which is a free service to discuss proposed developments.

## What is a pre-lodgement meeting?

A pre-lodgement meeting is a free service Council offers so that you can discuss with Council your proposed development.

A pre-lodgement meeting provides the opportunity to discuss and receive feedback from Council on the technical aspects of a development proposal. A pre-lodgement meeting should not be a substitute for independent professional advice or a comprehensive due diligence process.

You do not have to be the property owner to request a pre-lodgement meeting over a property.

## What types of development are not generally suitable for a pre-lodgement meeting?

Developments that are considered general in nature are usually not offered pre-lodgement meetings.

These include:

- building works;
- dwelling houses (including sheds, extensions, carports and secondary dwellings);
- dual occupancies (including auxiliary units);
- minor configuring a lot application (one (1) lot into multiple lots, boundary realignments);
- home based businesses;
- advertising devices.

These types of developments can be responded to by phone, email, or in person.

## What is the purpose of a pre-lodgement meeting?

- confirm applicable Council development requirements are met in accordance with the South Burnett Regional Council Planning Scheme;
- confirm infrastructure charging methodology;
- identify Council information requirements and additional technical requirements that are required to be lodged with the application;
- confirm the level of assessment and any approvals required;
- confirm the need for application to be referred to State Assessment and Referral Agency ('SARA') or other agencies;
- identify potential design, engineering, environmental and landscaping issues that will need to be addressed based on a preliminary assessment of submitted information;
- explore means to determine possible solutions to identified issues;
- provide feedback to applicants regarding proposed solutions to identified issues;
- respond to queries raised by applicants regarding a potential development application;
- provide clarity about the assessment process and typical timeframes;
- assist in expediting the assessment process through the provision of a comprehensive application;
- provide an indication of the appropriateness of the proposal;
- provide accurate, reliable, and constructive advice.

### **What isn't the purpose of a pre-lodgement meeting?**

- provide a detailed assessment of the development proposal;
- provide a calculation of infrastructure charges;
- indicate the likely outcome of the assessment process;
- provide a detailed compliance audit of the development proposal against applicable planning scheme codes or Council policy instruments;
- speculate Council's view on specific issues should such issues be raised subsequently in public submission;
- provide feedback on development proposals other than that development proposal for which the meeting was requested.

### **What do I need to submit for a pre-lodgement meeting?**

To enable Council to provide detailed, accurate advice, and to gain the most benefit from a pre-lodgement meeting, the following details are requested to be submitted at least five (5) business days before the meeting:

- proposed details, including proposal plans drawn to scale;
- supporting material regarding the proposed development;
- proposed meeting discussion items/agenda.

The detail and accuracy of Council's advice will depend on the level of information provided before the meeting.

### **Are the outcomes of the meetings documented?**

Meeting minutes are not supplied following the pre-lodgement meeting. Applicants are encouraged to take meeting notes.

### **How do I request a Pre-lodgement meeting?**

- complete the Pre-Lodgement Meeting Request form available on Council's website;
- return the form with a concept plan and supporting information to Council.

Council will confirm your pre-lodgement meeting request date and time within two (2) business days of receipt of the request.

Until all the required information has been submitted, meetings will be tentative and will be held within (10) business days subject to staff availability. Meetings will be held in person at a Council Administration Centre in Kingaroy or Nanango or online via a Teams meeting.

### **Further Information**

If you require further information in relation to pre-lodgement, organising a meeting or to speak with a planning officer, you can do this in any of the following ways:

✉ South Burnett Regional Council  
PO Box 336  
KINGAROY QLD 4610

☎ (07) 4189 9100

@ [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)

👤 Visiting one of the Customer Service Centres.