



**APPLICATION FOR PRE-LODGEMENT MEETING**

**DISCLAIMER:**

*Pre-lodgement meetings provide for an exchange of information about a proposed development prior to submitting a development application. The advice provided at these meetings should NOT be taken as a commitment as to whether an application would be approved with conditions or refused by council. The pre-lodgement meeting process cannot override council's duty of care and legislative responsibilities in the assessment of development applications, including the consideration of matters raised by possible submitters and referral agencies during the detailed assessment process.*

**Applicant contact details**

Applicant Name:	
Postal Address:	
Phone:	
Fax:	
Email:	
Signature:	Date:

**Property details**

Property Owner:	
Property Address:	
Real Property Description:	<i>Lot:</i>
	<i>Plan:</i>
Land Tenure (e.g. freehold, lease):	
Zoning/Planning Area:	
Site constraints (e.g. bushfire hazard, slope):	

<b>Proposed development</b>		
Development type ( <i>e.g. Material Change of Use, Reconfiguring a Lot</i> ):		
Proposed land use as defined under relevant Planning Scheme ( <i>if relevant</i> ):		
Description of proposed development or use/activity:		
<b>Additional development details (if relevant):</b>		
Gross floor area:		
No. of dwellings/units:		
Building Height:	<i>No of Storeys:</i>	<i>Height in metres:</i>
Site coverage:		
Residential density:		
No. of car parking spaces:		
No. of lots:		
Average lot area:		
Details of open space/common area:		
Proposed access:		

<b>Issues to be discussed</b>	
1.	
2.	
3.	
4.	
5.	
<b>Meeting participants</b>	
<b>Participant name</b>	<b>Role</b> (e.g. Engineer, Planning Consultant)
1.	
2.	
3.	
4.	
5.	
6.	

## Application checklist

To help ensure the best outcome for the specific issues to be discussed at the Pre-lodgement Meeting, please include the following items with your application:

- Clear identification of the site***
- Photographs of the site and the surrounding area***
- A concept plan, site plan or building plan***  
Plans should include:
  - A site plan, floor plans and elevations for all proposed buildings
  - All proposed lots, roads, allotment areas, parks, waterways and ecological corridors for proposed reconfigurations
- Likely impacts such as increases in traffic, noise, effects on the environment, stormwater, infrastructure and heritage value issues***
- Details of alternative solutions to specific issues proposed and how they meet the criteria in the relevant Planning Scheme***
- Details of specific design issues that need discussion (as detailed on page 3)***

### How to lodge your application?

**By mail:** Mareeba Shire Council  
PO Box 154  
MAREEBA QLD 4880

**In person:** 65 Rankin Street, MAREEBA QLD 4880

**By email:** [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)

**Fee:** Refer to Council's Fees & Charges schedule for the current fee