



Cloncurry Shire Council

FRM-IE3030-14

REQUEST FOR PRE-LODGE MENT ADVICE FORM (HOME BASED BUSINESS)

Information Privacy Act 2009 Cloncurry Shire Council is collecting your personal information in accordance with the *Local Government Act 2009*. The information collected on this form will be accessed by authorised Council officers or any other relevant State Government departments for the purpose of approving this application and ensuring Council records are accurate. Your information will not be accessed by any other person or agency unless you have given us permission, or we are required to do so by law.

By seeking advice in the early stages of planning and design, you can ensure your development application adequately addresses development assessment issues. This will help to reduce complications and potential delays throughout the assessment process. This form is to be used in conjunction with the Home-Based Business – Fact Sheet.

SECTION 1: APPLICANT DETAILS (please print)			
Name			
ACN (if applicable)			
Postal Address			
Suburb		Postcode	
Phone no. (day)		Mobile no.	
Email			

SECTION 2: PROPERTY LOCATION (please print)					
Site Location of Proposed Works					
Street				Street no.	
Suburb				Postcode	
Real Property Description	Lot no.		Plan type		Plan no.
	Lot no.		Plan type		Plan no.

SECTION 3: REQUESTED MEETING DATE AND TIME (please print)

When suggesting preferred dates below, allow 10 business days from the date of Council receipt of this request for the Pre-lodgement meeting to occur. Council will contact you upon receipt with a meeting time suited to both parties.

Date	Time	Date	Time
1.		2.	

SECTION 4: NATURE OF PROPOSED DEVELOPMENT – Reason for lodging enquiry – (please print)

Please note: Details of the proposal are to be written in concise and clear manner. The degree of information provided with the enquiry will assist to providing a more detailed response. (Details are to be addressed in the spaces provided, if there is not enough space complete on a blank piece of paper and attach).



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SECTION 5: SUPPORTING DOCUMENTATION

Pre-lodgement meeting supporting information *(As provided by applicant)*

Document(s)/Plan(s)	Title

SECTION 6: PRE-LODGEEMENT MEETING ISSUES FOR DISCUSSION

Applicant/consultant to list all issues to be discussed (e.g. Planning, civil engineering, hydraulics and water quality, urban design, landscaping, ecology, environmental health). Details are to be addressed in the spaces provided, if there is not enough space provided complete on a blank piece of paper and attach.

SECTION 7: APPLICANTS SIGNATURE

- ALL questions MUST be completed unless the form indicates otherwise.
 - This form must be submitted to council accompanied by the applicable fee.
 - Attach extra pages if there is insufficient space on the form.
- All terms used on the form have the meaning given in the Planning Act 2016 or the Planning Regulation 2017.*

Applicant's full name			
Applicant's signature		Date	/ /

SECTION 8: APPLICATION LODGEMENT

Applications may be lodged as follows:

- By email: council@cloncurry.qld.gov.au – scanned copy with signatures only
- By post: Mail to Cloncurry Shire Council, PO Box 3, CLONCURRY QLD 4824
- By fax: (07) 4742 1712
- In person at: Cloncurry Shire Council Administration Centre,
38-46 Daintree Street, Cloncurry
- Enquires phone: (07) 4742 4100

COUNCIL USE ONLY

Name		Date received:
Signature		
Reference number		
Amount paid	N/A	
Receipt no.		