



Cloncurry Shire Council

FRM-WES-7125-13

REQUEST FOR PRE-LODGEMENT ADVICE FORM

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.

Applicants play a key role in ensuring their development application is well-made. The purpose of a pre-lodgement meeting is to identify the planning views of the assessment manager on the proposed development. It may also identify particular requirements or other information that may be required to assess the application before a development application is actually made. This will help applicants make a well-made development application and streamline the development assessment process.

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.	
3.		4.	

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

Please note: Details of the proposal are to be written in a concise and clear manner. The degree of information provided with the enquiry will assist in 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 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: FORM LODGEMENT

This form 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



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By fax: (07) 47 421 712
In person: At Cloncurry Shire Council Administration Centre,
38-46 Daintree Street, Cloncurry
Enquires phone: (07) 47 424 100

COUNCIL USE ONLY

Name		Date received:
Signature		
Reference number		
Amount paid		
Receipt no		