

DEVELOPMENT APPLICATION PRELODGE MEETING REQUEST FORM

The Panel is an advisory service designed to provide professional advice to prospective applications to prospective applicants on a range of potential developments from the establishment of new businesses through to multiple dwelling unit, industrial, agricultural and commercial developments. Any development proposal submitted to the Panel is discussed so that any planning, design, building, engineering, plumbing and environmental health issues are resolved before the development application is lodged with Council.

The Panel is run by a senior member of Council's Development and Planning Team and Council's Development Engineer. If the particular circumstances of the proposed development require it, other Council professionals such as our Principal Strategic Planner, Senior Building Inspector, Senior Plumbing Inspector or Senior Environmental Health Officer will also attend the Panel meeting and provide advice.

The objectives of the Panel are:

- A. To ensure the applications are dealt with quickly by reducing the need for negotiations and requests for additional information or amendments to proposals during the processing of the development application.
- B. To encourage all applications to meet Council's and the community's expectations.
- C. To encourage good environmental planning and urban design outcomes.
- D. To provide an efficient and effective service to developers whilst ensuring that the expectations of the residents, interest groups and the Council are addressed.

DA PRELODGE PANEL PROCESS

Action 1 – Submission

Complete the DA Prelodgement Panel Meeting Request Form. The Form contains a checklist of information that needs to be submitted with your request. Preparation is key! The quality of advice given depends on the accuracy of information provided. It is essential that you thoroughly research the site and the proposal to identify relevant issues to raise at the meeting. Information available online at www.chrc.qld.gov.au may assist you. Once you have completed the form and compile the required plans/information you may then submit the request form.

Action 2 – Scheduling of Panel Meetings

Panel meeting are scheduled on the first available Thursday following a preliminary assessment and consideration by all relevant Council departments. The availability of DA Prelodgement Panel meeting dates is dependent on current resourcing and the number of application before Council. Preliminary assessment of proposals and the scheduling of DA Prelodgement Panel meeting dates are expected to within a two week period from the date the application is received by the relevant assessing officer. Council will contact and advise the applicant of a meeting date as soon as the preliminary assessment process is complete.

Action 3 – Assessment

After the preliminary assessment, an analysis of the relevant Planning Scheme will be carried out. The assessment will include a review of the Zone, Development and Overlay Codes to determine whether the underlying objectives of the Scheme provisions are met by the proposed development. It is important to note that the Panel will not carry out detailed measurements and calculations. Council officers will rely on the documentation provided by you or your professional planner or architect.

Action 4 – The DA Prelodgement Panel Meeting

- A. The council officer coordinating the application will chair the meeting and introduce the various Council officers and explain their role.
- B. The Chair will then provide a summary explanation of how the Panel is conducted and provide a brief description of the proposal being considered.

- C. You and your representatives will then be invited to give a presentation of the development proposal using any techniques desired. Please remember that it is your responsibility to provide any visual aids required for your presentation.
- D. Once you and/or your representative have completed the presentation the Chair will invite each Council professional officer to provide their input and advice and indicate their likely requirements should you wish to proceed with the application.
- E. The Chair will then provide a summary assessment, based on quality and comprehensiveness of the information submitted.
- F. After the summing up, you will then be provided with an opportunity to respond to Council's position or seek further clarification.

As the service provided is free no written response in the form of minutes will be provided unless formally requested.

WHAT THE DA PRELODGE MENT PANEL CANNOT DO

1. **The Panel does not carry out a detailed assessment under the Act.** (It is the responsibility of the Applicant to undertake a detailed assessment of the Act to determine State government referral interests/triggers. The Panel intends to only augment Council's statutory assessment obligations).
2. **Where the site is not vacant, the Panel will not determine existing lawful use rights under the Act.** (It is the responsibility of the applicant to undertake necessary due diligence to determine existing lawful use rights. Council can facilitate property information searches).
3. **The Panel will not develop a design or planning solution for you.** (The Panel does not remove the responsibilities of the developer to make their own assessment of the development potential of their site and to arrive at a planning/design solution for their proposal. It is critical that you familiarise yourself with the requirements of the Council and your obligations under the Act or to obtain the services of a qualified person prior to entering into the Panel process. In many cases this will necessitate the engagement of consultants (architects/town planners).
4. **The Panel reviews proposals put to it – Council officers are not able to assist in the general design of your proposal or in any way become involved in the preparation of a submission for your development application.**
5. **The Panel cannot guarantee a result.** (The purpose of the Panel is to raise and resolve as many issues as possible from a technical view point so that such matters can be dealt with before the development application is lodged. It does not guarantee an approval of your development application.)
6. **The Panel cannot bind the elected Council.** (The Panel does not necessarily represent the views, nor can it in any way bind the elected Council).
7. **The Panel cannot express the views of other government authorities.** (The Panel does not canvass the views of other public authorities and therefore does not offer advice on any matter that is outside of Council's jurisdiction and responsibilities).
8. **The Panel cannot express the views of residents.** (The Panel does not represent, nor seeks to canvas the views of local residents, landholders or any other interest group, party or organisation. In this regard you are encouraged to discuss your development proposal with your neighbours).
9. **A Panel application does not give priority.** (The Panel application does not mean that the subsequent development application if submitted will be given priority or 'jump the queue' in Council's normal development assessment process. Rather any efficiency or time saving will occur because the Panel process is expected to minimise negotiations and requests for additional amendments and/or information during the formal development assessment procedure).

Preferred Meeting Date:	
Preferred Meeting Time:	

APPLICANT DETAILS			
Applicant:			
Consultant:			
Owner:			
Contact Person:			
Phone:		Email:	

MEETING ATTENDEES		
Name	Company	Area of Expertise
1.		
2.		
3.		
4.		
5.		

SITE DETAILS	
Address:	
Real Property Description:	
Zone:	
Site Area:	
Current Use:	
Existing Approvals:	

PROJECT DESCRIPTION
<i>(provide a brief description and attach separate statement detailing the proposal – i.e. Reconfiguring a Lot to create 6 additional rural residential lots)</i>

KEY ISSUES FOR DISCUSSION
<i>(this will be used by the Chair for the agenda of the meeting – please be specific and list all matters that the applicant or applicant representatives intend to discuss)</i>

BACKGROUND	
Have you previously obtained any information and/ or advice from Central Highlands Regional Council (CHRC) or any other former Local Government areas under CHRC area? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Council Officer:	
Date of Advice:	

Advice Given:	

MEETING DETAILS			
Would you like to receive a written response? NO <input type="checkbox"/> YES <input type="checkbox"/>			
If yes, please refer to Council's Adopted Fees and Charges Schedule for the applicable fee.			
DA Prelodgement Panel attendees: <i>(you can request the following additional Officers to be present at the meeting. Please note the Chair has the final call on which officers will attend and it will typically relate to the key issues for discussion)</i>			
Strategic Planner	<input type="checkbox"/>	Senior Plumbing Inspector	<input type="checkbox"/>
Senior Building Inspector	<input type="checkbox"/>	Environmental Health Officer	<input type="checkbox"/>

SUBMISSION CHECKLIST <i>(this checklist is not mandatory, however it is provided to ensure the best outcome of the specific issues to be discussed at the Prelodgement Meeting)</i>	
Proposal Statement – your proposal statement should contain:	
<input type="checkbox"/>	Introduction including overall concept, existing uses, any relevant historical information etc.
<input type="checkbox"/>	Description of the site and its surrounding area
<input type="checkbox"/>	Detailed description of proposed works
<input type="checkbox"/>	Site plan, survey plan, floor plans, elevations and sections
<input type="checkbox"/>	Car Parking layout

HOW TO LODGE YOUR APPLICATION	
Please return the completed form and any other documentation either in person to your local Council Administration Building or via the following email address tplanning@chrc.qld.gov.au	
DISCLAIMER	
<i>The advice given by the DA Prelodgement Panel (“the Panel”) is intended as a guide only and in no way does the Panel or Council accept any responsibility for loss or harm resulting in reliance upon the advice. The advice given cannot bind Council to determine the outcome of any development application. The advice is given independent of the formal development application assessment process and no way is designed to influence or guarantee the outcome of the formal development application assessment process. The Panel’s advice is only for use by the person or party lodging the proposed development application with the Panel and not for use by any third parties. The advice provided by the Panel does not take into account information such as, but not limited to resident objections nor any draft planning instruments, plans, policies or codes. The Council cannot guarantee that the advice provided by the Panel will guarantee a specific result if the applicant decides to lodge a formal development application.</i>	
<i>The advice provided by the Panel relates only to the proposed application as submitted to the Panel. The Panel accepts that the information given to it in support of the proposed development is accurate and if it is not the advice given cannot be relied on at all. The results, conclusions and recommendations made by the Panel should be reviewed separately by an experienced and competent person with experience in development applications and planning before being relied on or used.</i>	
<i>The advice given by the Panel should not be reproduced without prior approval by the Panel, or amended in any way without prior approval by the Council, and cannot be relied upon by any other parties, who should endeavour to make their own enquiries.</i>	
Applicant Signature:	Date: