

Prelodgement Advice Request

1. Applicant details					
Details of the person/organisation proposing to undertake the development.					
Applicant:					
Contact person:					
Applicant postal address:					
Suburb:		State:		Postcode:	
Phone:					
Email:					

2. Agent/consultant details					
Details of the person/organisation proposing to make the application on behalf of the applicant.					
Agent:					
Contact person:					
Agent postal address:					
Suburb:		State:		Postcode:	
Phone:					
Email:					

3. Prelodgement advice type requested	
Note: Council officers may provide an alternative type of advice based on the complexity of the request, the detail provided, and the efficient use of Council resources.	
<input type="checkbox"/>	Written advice only
<input type="checkbox"/>	Meeting online via Microsoft Teams
<input type="checkbox"/>	Meeting in person at Esk Administration Centre

4. Details of any enforcement action	
Please identify below if the advice is being requested in response to a Council enforcement letter.	
<input type="checkbox"/>	Advice is sought in response to a Potential or Alleged Development Offence letter Reference number: <input type="text"/>
<input type="checkbox"/>	Advice is sought in response to a Show Cause or Enforcement Notice Reference number: <input type="text"/>
<input type="checkbox"/>	Not applicable

Prelodgement Advice Request

5. Site details	
Site address:	
Real property description:	<i>Example: 1 RP123456</i>

6. Description of proposed development
Provide a brief description of your proposal.

7. Questions for discussion/advice	
Where additional space or questions are required, please attach a cover letter or proposal brief.	
1	
2	
3	
4	
5	

8. Supporting information			
You must provide a concept site plan OR concept subdivision plan with the request. Additional plans and reports may also be provided to support complex proposals.			
	Document title	Prepared by	Reference / version / date
1			
2			
3			
4			
5			

Prelodgement Advice Request

9. Prelodgement meeting attendees			
	Name	Title / Role <i>Example: Owner, Planner, Engineer</i>	Organisation
1			
2			
3			
4			
5			

10. Prelodgement meeting date and time preferences			
Please provide a minimum seven days to allow officers time to review proposal and prepare advice. Times are subject to officer availability. Meetings are typically 1hr in duration.			
	Date	Morning <i>9am – 11:30am start</i>	Afternoon <i>1pm – 2.30pm start</i>
1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>

11. Disclaimer	
<p>Prelodgement advice does not constitute an approval or imply that an approval will be given. Any advice will be specific to the circumstances of the development proposal. Advice provided is indicative only and is based on a high-level review of the submitted material.</p> <p>Whilst Council provides prelodgement advice in good faith, this advice does not prejudice the assessment of any application submitted to Council.</p>	

12. Privacy	
<p>The personal information collected on this form is required for the purpose of providing advice about a development proposal. Information collected will be handled in accordance with Council's Information Privacy Policy, and will be retained as required by the <i>Public Records Act 2002</i>. It is the practice of the Council to not disclose information to other parties except as required/authorised by law.</p>	

13. Declaration	
<p>By requesting prelodgement advice, I declare that:</p> <p>(a) all the information provided is true and correct; and</p> <p>(b) the applicant(s) and agent(s) accept the disclaimer regarding the advice that will be provided by Council.</p>	
Name:	
Date:	