

Pre-lodgement Meeting Request

Submit form via email to Planning@gpcl.com.au

Name:	
Company Name:	
Email Address/es:	
Phone Number:	
Preferred Meeting Date & Time:	Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Preferred Time: _____ **(Note: 1 hour timeslot)**
Preferred Meeting format:	In person ☐ Teams ☐ Combination of both ☐
If in person, preferred Meeting location: **Note**: Bundaberg or Gladstone options are available.	GPC Office Bundaberg (45 Wharf Drive, Burnett Heads) ☐ GPC Office Gladstone (Lvl 6, 40 Goondoon St, Gladstone City) ☐
Number of people attending:	
Site Address (Street number/name):	
Site Property ID (eg PC1, AP5)	
Site Property Description: (eg. Lot/SP)	



Proposed Development (brief description):	
Has prior advice been previously sought or obtained? (from GPC, State or Local Government) If yes, please provide details such as the Pre-lodgement Reference Number, Development Application number or copy of written advice:	

Mandatory Supporting Documents to be provided at time of request or prior to meeting:	
• Proposal Plans including site, locality and lot layout:	☐
• A description of the proposal	☐
Optional Supporting Documents that should be supplied prior to the meeting:	
• Building locations, elevations, setbacks	☐
• Site access and parking	☐
• Existing natural or environmental features or constraints	☐
• Infrastructure within and external to the site	☐
• Relevant adjoining development or adjoining infrastructure	☐
• Details of specific design issues that require discussion	☐
• Photographs	☐

Note: The applicant will receive written outcomes from the meeting.
To submit larger size documents, please email Planning@gpcl.com.au for alternate methods for sharing documents.

Applicant Declaration:

In lodging this request for a pre-lodgement meeting, the applicant accepts that a pre-lodgement meeting:

- does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process;
- may not identify all areas of concern or requirements which are raised during the subsequent assessment process;
- cannot prejudice any input relevant to notification and/or assessment of the proposal, or inputs from the referral agency.

***☐ I acknowledge and accept** **(Mandatory check box for applicant declaration prior to submitting form)**