

Request for Prelodgement Advice

Approved form made under section 175 of the Economic Development Act 2012

Mandatory fields identified with Asterisk*

1. Contact Details*

First Name

Last Name

Company Name *(if applicable)*

Street address

Suburb

State

Postcode

Contact number

Email address

2. Type of Advice*

Meeting Request

Online via Teams

In Person

Written Advice

Verbal / Phone Advice

3. What level of pre-lodgement meeting are you requesting?*

Pre-purchase

Concept design

Detailed design

Other (provide details)

4. Meeting participants *(if requesting meeting)*

Name	Role

5. Preferred meeting dates and times – EDQ holds meetings Tuesday and Thursday between 9am and 1pm*

Identify preferred times and dates for the meeting. At least 10 (ten) business days is required between receipt of all mandatory information for the meeting and the earliest requested meeting time.

Date	Time
Preference 1	
Preference 2	
Preference 3	

You will be notified of the time and date of the meeting within 5 business days of lodgement/receipt of mandatory information.

6. Property description *Identify all relevant properties involved in the proposal*

Priority Development Area

Property street address

(i.e. unit / street number and street name)

Suburb

State

Postcode

Lot on plan description* *(e.g. Lot 3 on RP123456)*

7. Proposal Details*

Description – *use definitions in the Development Scheme*

7. Proposal Details*

Development Type – e.g. Material change of use, reconfiguring a lot, operational work, building work, compliance assessment, change application, endorsement

8. Items for discussion

1.
2.
3.
4.
5.

These are the priority items for discussion with EDQ, to enable you to get the most out of the meeting.

9. Approval history *Provide details of any previous approvals*

10. Attachments *Concept plans and/or detailed design is required*

Description/Title	Prepared by

11. Supporting Information *Attach any supporting information that may assist EDQ's advice.*

Description/Title	Prepared by

12. Privacy Statement

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