## **Request for pre-lodgement meeting with Economic Development Queensland (EDQ)**

Version 9.0 (5 February 2025)

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| **Purpose of pre-lodgement meeting**Pre-lodgement meetings are a great way of streamlining the development assessment process by resolving matters prior to lodgement, including: * EDQ’s assessment and decision-making under the *Economic Development Act 2012*
* site specific guidance, including relevant provisions of priority development area (PDA) development instruments and guidelines
* key issues associated with a proposal, the site or the area
* guidance about infrastructure, EDQ’s Certification Procedures Manual and related processes.

EDQ offers pre-lodgement meetings to assist customers in preparing development applications. EDQ’s pre-lodgement guidance does not determine the outcome of an application. Further information about the Terms associated with a pre-lodgement meeting are provided under Section 10 below. **Before requesting a pre-lodgement meeting**  |

* [Check](https://www.edq.qld.gov.au/our-approach/land-use-planning-and-infrastructure/development-applications-and-assessment)[[1]](#footnote-1) that the assessment of development applications in the PDA has not been delegated to an entity other than EDQ. If this is the case, please contact the relevant entity for details about their pre-lodgement services.
* Complete all relevant sections.
* Lodge the form via one of the following:
* **Email:** pdadevelopmentassessment@edq.qld.gov.au
* **Post:** EDQ Development Assessment Team at GPO Box 2202 Brisbane QLD 4001, or
	+ **In person:** EDQ Development Assessment Team at 1 William Street, Brisbane.
* General enquiries should be emailed to the EDQ Development Assessment Team at pdadevelopmentassessment@edq.qld.gov.au.

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| 1. **Customer** – Details of person requesting the meeting:
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| **Name** |       |
| **Company** *(if applicable)* |       |
| **Role** *(e.g. Planning consultant, land owner)* |       |
| **Postal address** |       |
| **Contact details** | **Landline phone number** |       |
| **Mobile phone number** |       |
| **Email address** |       |
| 1. **Other meeting participants** – Details of other attendees:
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| **Name** | **Role** *(e.g. land owner, architect)* |
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| 1. **Preferred meeting dates and times** –Identify preferred times and dates for the meeting. At least five business days is required between receipt of the request and the earliest requested meeting time.
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|  | **Date** | **Time** |
| **Preference 1**  |       |       |
| **Preference 2** |       |       |
| **Preference 3** |       |       |
| 1. **Property description** – Identify all relevant properties:
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| **Priority Development Area** |       |
| **Property street address***(i.e. unit / street number, street name, suburb / town and post code)* |       |
| **Lot on Plan Description***(e.g. Lot 3 on RP123456)* |       |

1. **Proposal details**– Providing more details will result in better guidance.

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| **Description –** e.g. new residential tower, 250 lot residential subdivision, extension to an existing childcare centre |
|       |
| **Type of development proposed** – e.g. Material change of use, reconfiguring a lot, operational work, buildingwork |
|       |
| **Additional details** – where applicable |
| Gross floor area |       | Number of new lots |       |
| Number of dwellings |       | No. car parking spaces |       |
| Building height – Storeys |       | Net residential density |       |

1. **Priority items for discussion** – Nominate the key issues for discussion/feedback:

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*\*Note: To assist EDQ officers in helping you get the most value out of the pre-lodgement meeting, please provide up to five key questions / matters you would like to discuss. Where items are not identified through this request, responses will be limited to general advice.*

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| 1. **Approval history** – Provide details of any previous pre-lodgement advice received in relation to this proposal and any planningapprovalsstill in effect on the land.
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| 1. **Attachments** – Attach any plans, drawings, or reports to support your request for a pre-lodgement meeting. The level of guidance EDQ can provide depends on the level of detail provided.
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| **Description** | **Date** |
|       |       |
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| 1. **Privacy statement**
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Information collected is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies—but only for the purposes for which the information is being collected. Personal information may be stored on departmental files and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

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| 1. **Terms**
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A pre-lodgement meeting is a service offered by EDQ where informal discussions take place between the customer and EDQ about a proposed development in a PDA, based on information provided by the applicant.

EDQ officers may not identify all areas of concern or relevance during a pre-lodgement meeting, as further issues may arise during formal assessment once the application is made.

The level of guidance provided by EDQ is dependent upon the level of detail provided by the customer. Any changes to the information included with the original request must be provided to EDQ no later than 72 hours prior to the pre-lodgement meeting to allow for due consideration.

Notes of the pre-lodgement meeting can be provided to the customer within 5 business days.

Where specialised technical advice is required for the pre-lodgement meeting and EDQ determines that it is necessary to engage an external consultant to provide such advice, this will be communicated to the customer and the full cost of the consultant’s fee will be payable by the customer. Payment must be made prior to the issue of the meeting notes or within 5 business days of the meeting, unless an alternative arrangement has been agreed upon with EDQ.

The advice provided in a pre-lodgement meeting is based on a preliminary review of the documentation provided. It does not involve a full assessment of the proposal against the applicable development instruments or guidelines, nor does it consider public submissions or third-party technical advice, including from other government agencies.

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| 1. **Customer’s declaration and acknowledgement**
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By signing below, the customer requesting the pre-lodgement meeting is -

* 1. declaring that the information provided to EDQ in relation to this pre-lodgement request is true and correct to the best of their knowledge
	2. acknowledging the terms of EDQ’s pre-lodgement meetings.

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| Signature of person requesting the meeting |  | Print name and position |
|  |  |  |
| Date |  |  |

1. [Development applications and assessment | Economic Development Queensland (edq.qld.gov.au)](https://www.edq.qld.gov.au/our-approach/land-use-planning-and-infrastructure/development-applications-and-assessment) [↑](#footnote-ref-1)