**Request for pre-lodgement meeting form**

*Version 2.0 – effective 25 March 2021*

This form must be used for requesting a pre-lodgement meeting with the Cross River Rail Delivery Authority (CRRDA).

**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:

* The CRRDA’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 and related processes.

The CRRDA offers and encourages pre-lodgement meetings to assist customers in preparing development applications. The CRRDA’s pre-lodgement guidance does not determine the outcome of an application.

Further information about the Terms associated with pre-lodgement meetings are provided under Section 10 below.

**Before requesting a pre-lodgement meeting**

* Confirm the CRRDA is the delegate for assessing and deciding applications. This information is available on the CRRDA [website](https://crossriverrail.qld.gov.au/planning-environment/priority-development-areas/).
* Complete all relevant sections of this form.

**How to request a pre-lodgement meeting**

Please make your request by sending this form and supporting material electronically via one of the following methods:

* Email: Development.Assessment@crrda.org.au
* Post: CRRDA Development Assessment Team at
 GPO Box 15476 Brisbane City East QLD 4002
* In person: CRRDA Development Assessment Team at
 123 Albert Street, Brisbane.

# APPLICANT DETAILS

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| Please provide the following details |
| Name(s) (individual or company name in full, including ACN / ABN) |       |
| For companies - name of contact person and position |       |
| Postal address |       |
| Telephone number |       |
| Mobile telephone number |       |
| Email address |       |

# ATTENDEES

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| Please provide details of other attendees |
| Name(s) | **Role** (e.g. land owner, architect, town planner) |
|       |       |
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# PREFERRED MEETING DATES AND TIMES

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| Identify preferred times and dates for the meeting |
| Order of preference | **Date** | **Time** |
| Preference 1 |       |       |
| Preference 2 |       |       |
| Preference 3 |       |       |

# PROPERTY DESCRIPTION

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| Identify all relevant properties |
| 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 RP 123456) |       |

# PROPOSAL DETAILS

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| Please provide as much detail as possible |
| Description (e.g. new residential tower, extension to an existing building) |
|       |
| Type of development proposed (e.g. Material change of use, reconfiguring a lot, operational work) |
|       |
| Additional details |
| Gross floor area |       | Number of new lots |       |
| Number of dwellings |       | Number of car parking spaces |       |
| Building height - storeys |       | Net residential density |       |

# PRIORITY ITEMS FOR DISCUSSION

To help 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 may be limited to general advice.

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| Nominate the key issues for discussion / feedback |
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# APPROVAL HISTORY

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| Provide details of any previous pre-lodgement advice received in relation to this proposal and any development approvals still in effect for the land |
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# ATTACHMENTS

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| Attach any plans, drawings, or reports to support your request for a pre-lodgement meeting. The level of guidance the CRRDA can provide depends on the level of detail provided |
| Description | Date |
|       |       |
|       |       |
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# PRIVACY STATEMENT

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 will be stored and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

# TERMS

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

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

The level of guidance provided by the CRRDA is dependent upon the level of detail provided by the applicant. Any changes to the information included with the original request should be provided to the CRRDA three days prior to the pre-lodgement meeting to allow for due consideration.

Notes about the pre-lodgement meeting can be provided to the applicant following completion of the meeting or as agreed.

The advice provided in pre-lodgement meetings 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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| APPLICANT’S DECLARATION AND ACKNOWLEDGEMENT |

By signing below, the applicant requesting the pre-lodgement meeting is -

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

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| Signature of applicant / authorised person |  | Print name and position |
|  |  |  |
| Date |  |  |