

# FORM: Request for Letter of Advice

Use this form to request a Letter of Advice from Council about a particular development activity, such as liquor licensing, confirmation of the existing use of the premises, confirmation of land-use definition under a planning scheme or category of development and assessment of a proposed development. To learn more visit [Pre-lodgement advice](#) on Council's website.

## Section 1: Your Details

|                       |  |
|-----------------------|--|
| <b>Name</b>           |  |
| <b>Address</b>        |  |
| <b>Contact number</b> |  |
| <b>Email address</b>  |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

**Note:** By providing this email address you are giving Consent to Council to use this address to communicate with you in relation to this service.

## Section 2: Property Details

|  |                      |
|--|----------------------|
| <b>Address</b><br>(include unit no. or tenancy no. where applicable) |                      |
| <b>Real Property description</b>                                     | Lot:            Plan |

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy).

### Section 3: Letter of Advice Type

| (✓)                      | Type  |
|--------------------------|---|
| <input type="checkbox"/> | Liquor licensing investigation letter (excluding community and charity organisations) |
| <input type="checkbox"/> | Other   |

**Note:** There is a fee associated with this request which is set by resolution of Council and can be identified via:

- The Register of Cost Recovery Fees and Schedule of Commercial and Other Charges published on [Council's website](#); or
- The [Logan PD Hub](#), which includes a Development Fees Estimator

### Section 4: Description of Proposal