

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 premises, confirmation of an existing or proposed land-use under a planning scheme or category of development and assessment for a proposed development. To learn more, visit the [Pre-lodgement advice](#) page on Council's website and refer to 'Letters of Advice'.

Section 1: Your Details

Name	
Address	
Contact number	
Email address	
Date	

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

Section 2: Property Details

Street Address (include unit no. or tenancy no. where applicable)	
Real Property description	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.

Section 3: Letter of Advice Type

(✓)	Type
<input type="checkbox"/>	Request for a pre-request response notice
<input type="checkbox"/>	Liquor licensing investigation letter (excluding community and charity organisations)
<input type="checkbox"/>	Overlay Advice Certificate Note: this is not an exemption for an overlay
<input type="checkbox"/>	Other – which may include but is not limited to: <ul style="list-style-type: none">• Confirmation of the level of assessment• Confirmation of the Currency Period• Weapons Investigation• Confirmation of Existing Use Rights• Motor Dealers Investigation

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 (provide full details)