



**WHANGAREI**  
DISTRICT COUNCIL

# **Fact Sheet**

## **A Guide to Concept Meetings**

**June 2011**



## Introduction

This fact sheet provides information on what concept meetings are, how a concept meeting might benefit your business and how to organise one.

It is a good idea to have a concept meeting if your proposal is in the early stages of design and development, if the proposal is large and/or complex, and if you wish to work with Council to enhance the outcome opportunities of your proposed development.

Council also offers the opportunity for you to present your proposal to the Urban Design Panel to assist you with free urban design advice during the development and design phase of your proposal. This advice can enhance the design outcomes of your proposal, thereby improving the amenity outcomes of your development and the local environment.

## What is a concept meeting?

A concept meeting provides the opportunity for you and your professional advisers to discuss your development proposal with member(s) of Council's Resource Consent Department at the early stage of the site planning and design process. For complex and/or large scale proposals it is intended that senior staff members attend.

## Why have a concept meeting?

A concept meeting can provide you and your professional team with additional information about the site and surrounds, and any Council strategic projects within the local environment, thereby provide the opportunity for project enhancement.

The meeting will also give you the opportunity to inform Council's Resource Consents staff of your development proposal, and can provide certainty of matters to be addressed in the consent process.

## Completing the concept meeting forms

You need to complete the 'Pre-Application Meeting Request Form' and lodge it (*or post it*); with any other information you may have about the proposal such as site plans, concept drawings, technical reports and photographs, with Council.

If possible identify any particular concerns or area of advice of most interest to you as this will assist in ensuring that appropriate staff members are available to attend the meeting.



## **How is your concept meeting arranged?**

A Resource Consents Department's administration officer will telephone (*or email*) you to arrange a meeting date and time.

## **When can I expect to hear from Council staff?**

Allow 5 working days from when you post or deliver the concept meeting pack to Council. Council will provide you with 3 days notice of the meeting date and time.

## **What I need to bring to the concept meeting?**

Bring a site plan, Certificate of Title, location map and site photos if you haven't already supplied them in the application pack. Also bring any site analysis work such as constraints and opportunities plans, and conceptual design drawings.

Also bring any additional information such as technical reports that helps Council officers to better understand the site.

## **Who will attend the concept meeting?**

You may bring any advisers or consultants who will be involved in the project or anyone you think would help you at the meeting.

Applicants are urged to use appropriately experienced and qualified technical experts and resource management consultants to attend meetings and to assist in the preparation of your proposal.

A WDC consent officer and/or relevant technical specialist(s) will attend the meeting. The complexity and nature of the proposal will determine who from Council attends.

## **What will you get from the meeting?**

As well as verbal advice and discussion about your site/proposal you will also be provided with a set of meeting minutes via the post or email after the meeting is closed.

## **How much does a concept meeting cost?**

You are entitled to one free concept meeting which includes Council time spent arranging the meeting and staff time at the meeting.

If any follow up work is required after the meeting (*such as technical assessments*), the actual and reasonable cost of these will be charged.

