



WHANGAREI
DISTRICT COUNCIL

Fact Sheet

A Guide to Pre-lodgement Meetings

July 2013

Introduction

This fact sheet provides information on the benefits of attending a pre-lodgement meeting offered by Council, and how it can improve the path of your resource consent process.

It is a good idea to have a pre-lodgement meeting if you have prepared a resource consent application and wish to discuss it with Council prior to lodgement to ensure that the application documentation is complete and that it passes the s88 statutory test for acceptance.

What is a pre-lodgement meeting?

A pre-lodgement meeting is an opportunity for you and Council staff to meet and to review the content of the application to ensure that it meets the requirements of s88 of the Act. The meeting also provides you with the opportunity to confirm that any previous requirements or agreements reached at any Concept and/or Technical Review meetings have been addressed in the application.

Why have a pre-lodgement meeting?

The meeting provides the opportunity for you to present your application to staff of the Resource Consents Department to ensure that they have the best understanding of your proposal prior to lodgement and that your application is complete prior to lodgement. The meeting may raise issues that are better addressed before lodgement of the application, which may avoid either the rejection of the application during the s88 RMA check or delays during the assessment of the application. The issues identified may improve the scope and effectiveness of the proposal, resulting in improved development outcomes.

Completing the pre-lodgement meeting forms

You need to complete the 'Pre-Application Meeting Request Form' and lodge it (*or post it*), with all supporting information that is required with a Resource Consent application such as the Assessment of Environmental Effects, subdivision plans, certificate of title, site plans, design drawings and technical reports with Council.

If possible identify any particular matters you wish to discuss as this will assist Council in ensuring that the appropriate staff member(s) are available to attend the meeting.

How is your pre-lodgement 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 pre-lodgement 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 pre-lodgement meeting?

Bring all the information you would normally consider to form part of your Resource Consent application. Also, bring any records and details of previous meetings with Council relating to the particular application as these will provide useful background to the application.

Who will attend the pre-lodgement meeting?

You may bring any advisers or consultants that have been involved in the development of the application to the meeting. It is useful to have your technical experts present if you wish to discuss any specialist technical matters with Council.

A WDC resource consent planner and the relevant technical specialist(s) from Council will attend the meeting. The complexity and technical nature of the application will determine who from Council attends the meeting.

What will you get from the meeting?

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