



WHANGAREI
DISTRICT COUNCIL

Fact Sheet

A Guide to Technical Review Meetings

July 2013

Introduction

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

It is a good idea to have a technical review meeting if you would like assistance in the early stages of the planning and design your proposal, if your proposal is large and/or complex, and if you wish to work with Council to identify key planning/technical issues associated with your proposal.

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 technical review meeting?

A technical review meeting provides the opportunity for you and your project professionals to discuss detailed planning and technical issues, such as engineering and landscape architecture matters, associated with your proposal with Council prior to lodgement of your resource consent. The meeting provides the opportunity to identify particular issues and concerns, and to provide Council with an understanding of the proposal prior to lodgement of the resource consent application.

Why have a technical review meeting?

A technical review meeting informs Council staff of your proposal, and can assist you with information that may identify and resolve technical issues prior to lodgement of the application. The meeting can provide you with certainty about the consent process.

The intension is to work with you and your professional team to ensure a better overall development outcome is achieved and to improve timeliness in the consenting process, part of which is removing potential delays resulting from the need to provide Council with further information during the assessment of your application.

Completing the technical review meeting forms

You need to complete the 'Pre-Application Meeting Request Form' and lodge it (*or post it*); with all other information you have about the proposal such as site plans, design drawings and technical reports with Council. It is important that a high level of information is lodged at the request stage to enable us to prepare for the meeting to give the best advice possible.

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

In some cases, Council staff may be available to undertake reviews of technical reports e.g. modelling of sewer reticulation capacity, to provide certainty prior to lodgement.

How is your technical review meeting arranged?

A Resource Consent 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 technical review 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 technical review meeting?

Bring your development proposal including site information, site identification (*i.e. legal description or location map*), certificate of title and site photos, and all relevant technical information or reports.

If you have attended any previous meetings about the proposal please bring along any information about the outcomes of these meetings.

Who will attend the technical review meeting?

You may bring any advisers or consultants you wish to be involved in the project or anyone you think would help you at the meeting. It is useful to have your technical experts present if you wish to discuss any specialist technical matters.

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 resource consent planner and/or relevant technical specialist(s) from Council will attend the meeting. The complexity and technical nature of the issues relating to the proposal 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 via the post or email after the meeting is closed.