



Office use only

RC _____
RO _____
P _____

Pre- Application Meeting Request

Meeting details

The purpose of this meeting is to discuss

Initial Concept Technical Review Pre-lodgement

Preferred meeting dates _____ Time _____ am pm

Applicant details

Applicant _____
Phone (day) _____ Fax _____

Site details

Owner _____
Site address _____
Legal description _____ CT no _____

Agent's Details

Name and Firm _____
Postal Address _____
Phone (day) _____ Fax _____

Proposal Details

Current use _____
Proposal use/Description of proposal _____
Major issues from applicant's perspective _____
Issues for discussion at the meeting _____
Has any advice been given previously by Council Yes No

If yes, provide details

Applicants/Attendees at the meeting

Name	Expertise/Involvement

What area of expertise would you like at the meeting (e.g. Traffic Engineer, Building Inspector, Urban Design, etc)

Important Note:

Pre-application meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues. It cannot replace the in-depth investigation normally associated with the formal assessment of an application and consideration of public submissions. While the advice is given in good faith, it in no way binds a decision of the Council.

Costs

You are entitled to one free pre-application meeting which can be from any one of the three types. We cover costs for arranging the meeting and staff time to attend it. If any follow up work is required, such as a technical assessment, the actual and reasonable cost of this work will be charged. Any information offered during the pre-application process does not pre-empt the normal resource consent assessment and decision making process