

Office use

PRL No

RO

P

PRE-APPLICATION MEETING REQUEST

It is important that you fully complete all the following sections:

1. Meeting details

The purpose of this meeting is to discuss:

- Initial concept
- Technical review
- Pre-lodgement

2. Preferred meeting date and time

Date:

Time:

am

pm

3. Applicant's details

Applicant's full name:

Applicant's postal address:

Phone no:

Email:

3. Site location details

Owner:

Site address:

Legal description:

Certificate of title:

4. Agent details

Name of agent:

Postal address of agent:

Phone no:

Email:

5. Proposal details

Current use:

Proposal use/description of proposal:

Issues from applicant's perspective:

Has any advice been given previously by council: Yes No

If yes, provide details:

6. Applicants/Attendees at the meeting

Name	Expertise/involvement

7. Requested council attendees – What area of expertise from Council would you like at the meeting e.g. Traffic Engineering; Development Engineering; Building Consents

8. Important notes

Timing: Whilst council will make every endeavour to set a meeting in accordance with your preferred date and time, this may not always be possible. We will be in contact to arrange an alternative date and time if required. Furthermore, it would be appreciated if you could ensure 5 days notice of a preferred meeting and time.

Other Options: Please note that should your issues for discussion be purely planning based then a meeting with the Duty Planner should be arranged. They are on duty between 12.30pm and 4.30pm, for 20 minute appointments weekdays. Please call 430 4200 to book a time slot.

Costs: You are entitled to one free pre-application meeting, for up to 1 hour, 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.

Disclaimer: 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.