



# Resource Consent – Pre-Application Meeting Request

## Details of Property and Site Location

Site Address/Location:

Valuation Number:	Record of Title No:	Project Value:
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Legal Description:

## Applicant Details – name of person requesting the meeting

Name/s: *(please write all names in full)*

Or Company/Trust/Organisation:

Postal Address: Postcode:

Telephone:	Email:
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The applicant is the (please tick):

Owner     Occupier     Lessee     Prospective purchaser (of the site to which the application relates)

Other (please specify):

## Purpose of this meeting to discuss – see guidance notes of what to bring to the meeting

Initial Concept     Technical Review     Pre-lodgement

Please enter a brief description of the proposal:

## Who do you want from Council to attend this meeting?

E.g. technical specialists

Please refer to our fees and charges - <https://www.kaipara.govt.nz/services/fees-charges>

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## Applicants Attendees at the meeting

Name	Expertise

## Debtor Details: Name and address for invoicing – you are entitled to the first 15 minutes free. If any follow up work is required, such as a technical assessment, the actual and reasonable cost of this work will be charged. Please see terms and conditions and guidance information.

Debtor Name/s: <i>(person responsible for incurring the actual and reasonable costs incurred by Council in response to this request)</i>		
Relationship to project: <i>(e.g. owner)</i>		
Postal Address:		Postcode:
Telephone:	Email:	
Print name:	Signature:	Date:

## Office Use Only

Allocation:		Officer name:	
Meeting date:	Meeting time:	Location:	
Applicant notified by:		Date:	
Invoiced:	Invoice No.:	Amount:	Date:

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## Guidance Information – Pre Application Meeting

Further guidance information about the pre-application process is available on our website. It is recommended that all applicable information is provided to ensure that the application can be fully assessed. Council staff will only use the information provided for the purposes of assisting the applicant during this process.

Information or documents you should provide before the meeting, for assessment include:

- Any special feature you know about the site including archaeological, heritage, ecology, designations, native vegetation, streams, water courses, aquifers, soil types, contamination, topography, etc.
- Any site plan that is to a metric scale (scale must be stated e.g. 1:100) and provide electronic copies of all maps, photographs, scheme plans, elevations of the proposed development, architectural drawings and other material to assist staff understand your proposal.
- Any specific issues you wish to discuss including clarification of the Building Act, Building Code requirements, District Plan rules, policies, resource consent requirements, engineering, roading, drainage, etc.

Please attach all relevant documents to this application form and submit via the Customer Service Centre at your local office.

Minutes are distributed to all parties present within five working days of the meeting, together with an invoice for costs.

## Terms and Conditions

The purpose of a pre-application meeting is to facilitate communication between applicants and the Council so that the applicant can make informed decisions about applying for consents.

The views expressed by Council staff in or following a pre-application meeting are those officers' preliminary views, made in good faith, based on the applicants' proposal. The Council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.

The applicant is not required to amend their proposal to accommodate the views expressed by Council staff, nor to comply with any suggestions made by Council staff. Further, it remains the applicants' responsibility to get their own professional and legal advice when making any applications for consents and to rely solely on that advice, in making any application for consent.

To the extent permissible by law, the Council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the Council may be required to be disclosed under the Local Government Official Information and Meetings Act 1987 (unless there is good reason to withhold the information under that Act).

Cost includes personnel preparation (prior to meeting), attending meeting (15 minutes free) preparation and circulation of meeting minutes.

Information on fees and charges are available on the Council website [www.kaipara.govt.nz](http://www.kaipara.govt.nz) or can be obtained via our Customer Service Centers. Fees for pre-application meetings are set in accordance with Kaipara District Council's fees and charges. The first 15 minutes is free, thereafter charged at the hourly rate per professional as indicated in the fees and charges.

**We're here to help!**

**If you have any questions or need any further advice, please contact the Duty Planner via our**

**Customer Service Centre:**

**Ph: 0800 727 059 or email: [rmaconsents@kaipara.govt.nz](mailto:rmaconsents@kaipara.govt.nz)**

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