

Pre-application meeting request

To: RMA Consents
 Whangarei District Council
 Private Bag 9023
 Te Mai
 Whangārei 0148

consentsadmin@wdc.govt.nz

Office Use only	
PRL No	
RO:	
PID:	
LLP:	

This form should be used when requesting a pre-application meeting to discuss your resource consent application.

A pre-application meeting enables us to provide initial information on specific matters you identify for discussion and gives us an early opportunity to identify any areas requiring particular consideration or assessment as part of your application to us.

If you are wanting to specifically understand how the District Plan rules apply to what you wish to do on your property, please seek the advice of our duty planner. You can book a 20-minute appointment or request information from our duty planner by phoning: 09 430 4200.

1 Meeting details

Full name of applicant(s): _____

Postal address: _____

Phone: _____ Email: _____

I / we request a pre-application for the purpose of (select all relevant):

- Checking I have all required information to lodge a resource consent
- Discussing an initial concept
- Seeking a technical review
- Other (please state)

Describe the specific matters you are seeking to discuss:

Has Council provided any previous advice relating to the proposal? Yes No

If yes, provide details and/or attach advice to this form:

I / we are available to meet at the following dates/ times*:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

2 The activity

Describe the existing use of the land:

Is there resource consent(s) for the existing use? Yes No

If yes, provide details (consent reference/ description) and / or attach copy:

Describe the proposal and / or attach plans and other relevant information detailing the proposal:

3 The site

Physical address: _____

Legal description(s): _____

Zone: _____

4 Applicant meeting attendees

Please list all people attending the meeting on behalf of the applicant and the nature of their expertise / intended involvement.

Name	Expertise / Involvement
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5 Requested expertise

Please list any technical expertise (in addition to planning expertise) that you would like advice from Council on (e.g. Traffic Engineering or Development Engineering)**:

6 Address for service (where different to applicant)

Full name: _____

Company: _____

Postal address: _____

Phone: _____ Email: _____

7 Important Notes

Disclaimer:

A pre-application meeting does not replace the in-depth assessment required in formally processing an application for resource consent.

Any information offered during the pre-application process does not pre-empt or limit the outcomes or requirements of the resource consent assessment and decision-making processes. While the advice is given in good faith, it in no way binds a decision of Council.

Meeting limitations:

A pre-application meeting enables us to provide initial information on specific matters you identify for discussion and gives us an early opportunity to identify any areas requiring particular consideration or assessment as part of your application to us.

As part of these discussions, we WILL NOT offer an opinion as to the likelihood of success of gaining consent for a proposal.

Other options for seeking advice:

If you are wanting to understand how the District Plan rules apply to what you wish to do on your property, please seek the advice of our duty planner.

A pre-application meeting is not the right forum for this type of discussion. 20-minute appointment times are available at 1:00pm, 2:00pm or 3:00pm, weekdays.

Alternatively, you can log a request for duty planner advice. Please call 430 4200 to book a meeting or log a request for advice.

*Timing:

Whilst we will make every endeavour to set a meeting in accordance with your preferred time, this may not always be possible. We will contact you to arrange an alternative date and time if required.

Please ensure 5 days' notice of a preferred meeting time or 10 days where a technical expertise of non-council staff is required (e.g., an urban designer)

**Costs:

You are entitled to one free pre-application meeting, for up to 1 hour. We cover costs for arranging the meeting and staff time to attend it.

If the meeting is longer than 1 hour or any follow up work is required (e.g., a technical assessment), the actual and reasonable cost of this additional work will be charged.

We will also charge the cost of technical expertise provided by non-council staff (e.g., an urban designer).

Privacy:

We require the information you have provided on this form to process your application and to collect statistics. We will hold and store the information, including the form and all associated reports and attachments, on a public register. The details of your application may also be made available to the public on our website.

The details are collected and disclosed to inform the general public and community groups about all applications which have been processed or issued through us. If you would like to request access to, or correction of any details, please contact us.

A link to Council's full Privacy Statement is as follows: www.wdc.govt.nz/Privacy