

Meeting Request Form

Pursuant to the Resource Management Act 1991

The purpose of this meeting is to discuss:

- Concept Development Meeting (CDM)**
To meet with Council early in the process to develop your concept and align with planning requirements.
- Pre-Application Meeting (PAM)**
To review a prepared application to ensure it is complete for lodging.
- Adaptive Consenting**

If the application is largely dependent on the provision of a technical report in support of an Assessment of Environmental Effects, e.g. a Geotechnical Report, you may wish to request that appropriate staff are present at the meeting.

Preferred meeting date Time am pm

PLEASE NOTE: Meetings will be booked three weeks, at the earliest, from the day you lodge this request.

1. Applicant Details:

Applicant's name
 Email Phone

2. Site Details:

Owner
 Site address
 Postcode
 Legal description CT reference

3. Agent details

Name
 Organisation
 Postal address
(or alternative method of service under section 352 of the Act)
 Postcode
 Email Phone (day)

4. Proposal details

Current use

Proposed Use/Description of Proposal (including identified infringements, e.g. setback, visual amenity)

Major Issues from applicant's perspective

As well as the above, any other issues for discussion at the meeting

Has any advice been given previously by Council? Yes No

If yes, provide details

5. Meeting attendees

Name	Phone	Email	Expertise/ Involvement

What area of expertise would you like at the meeting:

Planning

Roading

RC Engineer

Reserves Planner

Other (*please specify*)

6. Attachments

When submitting a Meeting Request Form, please attach copies of the documents and plans that you wish to discuss. This will enable pre-circulation of material to Council staff attending the meeting so that they are more informed about the proposal in advance of any meeting.

[Click to attach your files to this PDF](#)

You can alternatively return this form to Far North District Council via email and supply copies of your documents and plans as email attachmentst, if required.

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. Any information offered during the pre-application process does not pre-empt the normal resource consent assessment and decision making process.

7. Billing details

Name (please write all names in full)	<input type="text"/>		
Email	<input type="text"/>		
Postal address	<input type="text"/>		
	<input type="text"/>		
		Postcode	<input type="text"/>
Phone (work)	<input type="text"/>	Phone (home)	<input type="text"/>

8. Declaration concerning Payment of Fees

I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this meeting request. Subject to my/our rights under Sections 357B and 358 of the RMA, to object to any costs, I/we undertake to pay all and future processing costs incurred by the Council. Without limiting the Far North District Council's legal rights if any steps (including the use of debt collection agencies) are necessary to recover unpaid processing costs I/we agree to pay all costs of recovering those processing costs. If this meeting request is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company in signing this meeting request form I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Name of bill payer (please print)	<input type="text"/>		
Signature of bill payer (mandatory)	<input type="text"/>	Date	<input type="text"/>

Costs

PLEASE NOTE: that as per the 2025/26 Fees and Charges, any meeting booked in advance relating to a resource consent application will be billable. Actual and reasonable costs will be calculated based on the charge rate associated with the staff member(s) required to attend and for any research required prior to the meeting. This includes Pre-Application Meetings and Concept Development Meetings. Invoiced amounts are payable by the 20th of the month following invoice date.