



PRE APPLICATION MEETING REQUEST FORM

Meeting Details:

The purpose of this meeting is to discuss:

- Concept Development Meeting (CDM)
Pre-Lodgement Meeting (PLM)

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

Applicant Details:

Applicant
Phone (day) email

Site Details:

Owner
Site Address

Legal Description CT Reference

Agent's Details:

Name and Firm
Postal Address
Phone (day) email

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 _____

Applicants/Attendees at the meeting

Name	Expertise/Involvement

What area of expertise would you like at the meeting (e.g. Planning, Engineer (Civil? Development?), Infrastructure, Reserves, Building etc.)

Attachments: (When submitting a Pre Application Meeting Request, 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.)

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.

Meeting Times:

Pre application meetings will generally be limited to between 10.00am and 12.00noon in the mornings; and between 1.30pm and 3.30pm in the afternoons and must be pre-booked (no drop-ins accepted).

Costs:

You are entitled to one free pre-application meeting which can be either a CDM or PAM. We cover costs for arranging the meeting and staff time to attend it. If any follow up work is required, such as a further technical assessment, or a subsequent meeting is requested, the actual and reasonable cost of this will be charged.