

# Pre-application meetings

## Scope and limitations

### **Mandatory pre-application meetings are required for the following:**

- ▶ applications for building consent for commercial, communal residential or short-term sleeping accommodation with an estimated value of work over \$2 million
- ▶ applications for residential building consents with an estimated value of work over \$1 million or where there are three or more adjoining units
- ▶ any application for a building consent for remedial weathertightness recladding
- ▶ any application for a building consent where the site is located within a specific design wind speed or where the risk score under E2/AS1 is over 20
- ▶ any application for work which is to be staged over more than one building consent
- ▶ any application for building consent which will result in a change of use or the creation of additional household units.

Applications for work of this type which have not undertaken a pre-application meeting are more likely to be rejected.

### **Booking a meeting**

The applicant or agent is required to complete and send the pre-application meeting brief, before booking the meeting. This will ensure that the Council can provide appropriate personnel to consider the matter. The applicant or their agent should also provide the Council with some outline drawings to give Council officers the opportunity to provide informed advice.

The completed pre-application meeting brief and associated material must be emailed to [BCLApplications@wcc.govt.nz](mailto:BCLApplications@wcc.govt.nz) or sent to Building Consents and Licensing Services, Wellington City Council, PO Box 2199, 101 Wakefield Street, Wellington. We will then contact you to arrange your appointment.

To download a pre-application meeting brief go online to the building services section of [Wellington.govt.nz](http://Wellington.govt.nz)

### **Charges**

The charging policy for pre-application meetings is that the first two hours of the Council officers' time is free, and after that is charged at the officer rate. If additional specialist advice is required it will be charged to the applicant.