

Pre-application meeting fact sheet

These guidelines provide all you need to know about resource consent pre-application meetings.

What is a pre-application meeting?

- A pre-application meeting is an opportunity to meet Council staff and discuss your project before submitting your resource consent.

Do I need a pre-application meeting before I can submit my resource consent application?

- Not all projects need a pre-application meeting. More complex projects, such as central area developments or multi-unit housing, can benefit from early Council involvement.
- In some cases Council staff may suggest an alternative to the pre-application meeting, such as over-the-counter information.
- If you are unsure whether you would benefit from a pre-application meeting, feel free to discuss this with our staff at the Council offices (101 Wakefield Street), or phone 801 3590.

Why have a pre-application meeting?

- It allows you and Council staff to discuss key issues and review the proposal before it is finalised. This can result in a better outcome for everyone.
- Addressing planning issues at the initial stage of your project can save time and money.

How do I arrange a pre-application meeting?

- Arranging a meeting is easy. You can either:
 - Download the form from Wellington.govt.nz/services/reconsent, complete and fax it to us at 801 3100.
 - Call 801 3590 and speak to our planning technicians.

Who would attend my pre-application meeting?

- A resource consent planner will organise the meeting.
- You can bring along any advisor who you think would help the meeting.
- Based on the information provided, the planner may invite other advisors from the Council (such as urban designers or traffic engineers) who may be relevant to the project.
- It is useful if you can clarify the particular issues you would like to discuss – and who you intend to bring – before the meeting. This will ensure that you get the most out of the meeting.

Can the planner tell me at the meeting whether my resource consent will be approved or whether it will need to be notified?

- No, this advice can only be given once an application has been received by the Council and has gone through the Council's resource consent process.

Will I be advised if there are any affected parties?

- No, it is not possible to determine the affected parties until an application has been submitted to the Council.
- Once the application is submitted, a resource consent planner will make a site visit.
- Until then, the Council cannot advise about affected parties.

What information should I supply before the meeting?

- You will need to provide an overview of the proposal and any concept plans, if available.
- Providing information about the project before the meeting will help you to get the best out of your pre-application meeting.

How many pre-application meetings can I request?

- You can have as many pre-application meetings as you like, but you will be charged for the time spent by staff preparing for and holding the meeting and documenting notes.

Can I still submit my application if issues are not resolved at the pre-application meeting?

- Yes, you may choose to submit an application at any stage.

Pre-application meetings will be conducted on the basis of information available at the time.

Please note, if you provide further information or change the project scope it may impact on the Council's view of your application.

A pre-application meeting is a voluntary meeting organised by the Council to help you through the consent process. Formal decisions cannot be made during or on the basis of the pre-application meeting and any representations made by the Council are not legally binding.

This is a confidential process as the Council wants to encourage productive and meaningful discussions at the preliminary development stage of a proposal without fear, or prejudice, or disadvantage to the applicant. As a proposal at the pre-application stage is often subject to change or may never be lodged for resource consent, it is not appropriate that any initial information be released.