

Pre-application meeting request form

DEVELOPMENT, PLANNING & COMPLIANCE

Wellington.govt.nz/services/reconsent

Send or deliver your application to Development, Planning & Compliance

PO Box 2199, 101 Wakefield Street, Wellington.

For enquiries, phone 801 3590 or Fax 801 3165 or email planning@wcc.govt.nz

General details

Site address _____

No. _____ Street _____ Suburb _____

Legal description (if known) _____

Who will be attending the meeting:

Owner

Agent

Other(s)

Contact person

Name _____

Postal address _____

Phone (day) _____ Mobile _____ Fax _____

Email _____

Other advisor(s) if attending

Advisor 1 Name _____ Expertise _____

Advisor 2 Name _____ Expertise _____

Advisor 3 Name _____ Expertise _____

Applicant's / Owner's Details

Name _____

Postal address _____

General details

Please give a clear description of the proposal _____

Are there any specific issues you wish to discuss? (eg traffic issues, design guide issues, clarification of planning rules)

Please attach any concept plans, photos or additional information.

Terms and conditions

You will be charged for the time spent by staff in preparing, holding and documenting notes from the meeting.

Pre-application meetings will be conducted on the basis of information available at the time. If you provide further information or if there are changes in project scope, this 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.

Our terms of payment

Payment of fees is due by the 20th of the month following an invoice. If payment is not received, you will be liable for all legal and collection fees.

The declaration below must be signed by the person(s) or entity responsible for paying the costs of processing this application. If you are an agent, you will need to obtain the signature of the person(s) responsible for paying the fees before submitting the application to the Council.

Declaration

Subject to my rights under sections 357B and 358 of the RMA to object to any costs, I undertake to pay all costs associated with this pre-application meeting. I also agree to pay all the costs (including debt-collection or legal fees) of recovering any unpaid costs.

Send all invoices to:

Full name: _____ Address _____

Applicant/Agent/Other (give details) _____

Phone _____ Email _____

I have read and understand the above conditions.

Signed _____ Date _____

For internal use only

Site history (eg other consents, alerts):

Planner allocated to meeting _____ Specialist advisors required _____