

# Pre-application eligibility checklist to accompany all requests seeking Resource Consent pre-application guidance

<b>Proposed Activity:</b>	
<b>Address of Activity:</b>	
<b>Legal Description:</b>	

Before requesting pre-application guidance, please answer the following questions to determine whether your request can be accepted.

Please note that if you apply for pre-application guidance but don't meet the necessary criteria for acceptance, your application will be returned. A completed copy of this checklist **must** be submitted with your request for pre-application guidance to avoid your request being rejected.

Please carefully consider which channel is appropriate for your proposal.

<b>1. Has your project been approved as a Premium project?</b>		
Yes <input type="checkbox"/>	Your request will be allocated to the <b>Resource Consents Premium Unit</b> Please specify in the box below which Principal Project Lead you have been appointed: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="padding: 2px;"><b>Principal Project Lead's name:</b></td> </tr> </table> <p style="font-size: small; color: red; margin-top: 5px;">If answering <b>YES</b> you do not need to answer remaining questions</p>	<b>Principal Project Lead's name:</b>
<b>Principal Project Lead's name:</b>		
No <input type="checkbox"/>	Go to <b>Question 2</b>	

<b>2. Council has an extensive range of online resources to assist with resource consenting matters. We have compiled an index of links to assist you with finding these resources. In looking at Resource Consents Public Information Index, did it provide you with the guidance you were looking for?</b>	
Yes <input type="checkbox"/>	You do not need to request pre-application guidance via the Planner-led or Specialist-only Pre-application channels
No <input type="checkbox"/>	Go to <b>Question 3</b>

**3. The Planning Information Advisors provide free information and advice (up to 15 minutes) on general resource consenting matters, including:**

- Guidance on applicable Auckland Unitary Plan rules and standards
- How to apply for a resource consent
- The resource consent process
- Approved developments and applications

**Do you require general information and advice as described above?**

Yes	<input type="checkbox"/>	You do not need to request pre-application guidance via the Planner-led or Specialist-only Pre- application channels – please contact the Planning Information Advisory helpdesk by calling 09 301 0101
No	<input type="checkbox"/>	Go to <b>Question 4</b>

**4. Council is now offering a ‘Specialist-only’ pre-application service for the following specialist areas:**

- Development Engineering
- Traffic
- Auckland Transport
- Healthy Waters
- Heritage / Special Character
- Streamworks
- Natural Wetlands NES (National Environmental Standard) Freshwater
- Trees
- Stormwater (Chapters E8, E9, E10 AUP matters on diversion, discharge, quality, quantity)
- Wastewater (Chapter E5 AUP matters on on-site wastewater treatment and disposal)
- Industrial and Trade Activities (Chapter E33 AUP matters)
- Coastal
- Water allocation
- Groundwater
- Contamination
- Noise
- Air Quality
- Urban Design
- Landscape

**Do you require specific information and advice relating to only one of the above specialist areas?**

**Note: If you require information and advice relating to multiple specialist areas, or in addition, also require planning input, please select 'No'**

Yes	<input type="checkbox"/>	You meet the criteria for the <b>Specialist-only</b> Pre-application channel.
		Please specify in the box below which Specialist are you wish to engage with: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Specialist area:</b> </div> <p style="font-size: small; color: red; margin-top: 5px;">If answering <b>YES</b> you do not need to answer remaining questions</p>
No	<input type="checkbox"/>	Go to <b>Question 5</b>

**5. Are you seeking information and advice in relation to any of the following types of eligible proposals:**

- 10 or more residential units
- Retirement village
- New infrastructure (including upgrade of existing)
- New buildings in the City Centre
- Alterations to or removal of a heritage building
- Childcare Centre
- New commercial or industrial development
- Future Urban zone subdivision
- Rural TRSS (Transferable Rural Site Subdivision) and In-situ subdivision
- Non-complying activity in any zone
- Papakainga housing
- Undersized lots in any zone

**Note: If your proposal does not involve any of the above, please select 'No'**

Yes <input type="checkbox"/>	You meet the criteria for the <b>Planner-led</b> Pre-application channel. Please specify in the box below which of the above types your proposal is:  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>Proposal type:</b> </div> <p style="font-size: small; color: red;">If answering <b>YES</b> you do not need to answer remaining questions</p>
No <input type="checkbox"/>	Go to <b>Question 6</b>

Only answer Question 6 if you have answered 'No' to Questions 1- 5 above

**6. Has a Team Leader or Unit Manager advised you to request pre-application guidance and advice via the Planner-led pre-application channel?**

**Note:** if your site is subject to significant natural hazards (e.g. flood risk, coastal inundation) and your project falls outside of the criteria under Question 5 above, please contact the relevant TL/UM to see if they have capacity to accept your request

Yes <input type="checkbox"/>	You meet the criteria for the <b>Planner-led</b> Pre-application channel. Please specify in the box below the name of the Team Leader/Manager you have discussed your proposal with, and upload evidence of the discussion had:  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>Name:</b> </div>
No <input type="checkbox"/>	<p><b>Unfortunately, Council does not currently offer pre-application advice for your proposal.</b> In addition to Council's online resources, you can view the Ministry for the Environment's <a href="#">online resource consent guide</a>. We encourage you to engage a <a href="#">professional to help with your consent application or project</a>.</p> <p>We look forward to receiving your resource consent application when you are ready to submit it with Council.</p>

**IMPORTANT NOTE:**

Please ensure when requesting pre-application guidance via either the **Planner-led** or **Specialist-only** pre-application channels that you **provide details on:**

- the specific matters you would like to discuss with council
- any questions you would like answered by council
- the specific area(s) you are seeking specialist input on

Please also note that the **average** total costs (incl initial deposit paid) associated with Planner-led pre-application engagement (where a planner and various specialists are involved) can reach around \$3,500 (approx).