

Request for pre-application meeting

Date received:

Pre-application / CRM No:

PROJECT LOCATION

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Certificate of title N°:

Plans attached (including elevations):

Yes No

Project value (approximate):

Nature of development:

Residential Commercial

Project details: *(please provide a brief outline of the proposed development)*

REASON FOR PRE-APPLICATION MEETING *(i.e. what is it that you want to discuss with staff at this meeting)*

WHO DO YOU WANT FROM COUNCIL TO ATTEND THIS MEETING *(i.e. technical specialists)*

APPLICANTS DETAILS *(name of person requesting the meeting)*

Applicant / Company name:

Contact person:

Mailing address:

Postcode:

Business phone:

A/hours phone:

Facsimile number:

Mobile:

Email address:

I am the:

Owner Purchaser Lessee Developer Other (state)

WHO WILL ATTEND AND / OR REPRESENT THE CLIENT AT THIS MEETING

Owner Purchaser Lessee Developer Lawyer Consultant
 Other (state)

DEBTORS DETAILS *(person responsible for incurring the actual and reasonable costs incurred by Council in response to this request)*

Meeting costs to be invoiced to:

Applicant

Other

Debtors name:

Relationship to project: (e.g. owner)

Mailing address:

Postcode:

SIGNATURE

Signature:

Applicant

Print name:

Date:

GUIDANCE INFORMATION

Further guidance information about the pre-application process is available on our website (insert link to AC1817 pre-application meetings). It is recommended that all applicable information is provided to ensure that the application can be fully assessed. Council staff will only use the information provided for the purposes of assisting the applicant during this process.

Information or documents you should provide before the meeting, for assessment include:

- Any special feature you know about the site including archaeological, heritage, ecology, designations, native vegetation, streams, water courses, aquifers, soil types, contamination, topography, etc
- A site plan that is to a metric scale (scale must be stated e.g. 1:100) and provide electronic copies of all maps, photographs, scheme plans, elevations of the proposed development, architectural drawings, and other material to assist staff understand your proposal
- Any specific issues you wish to discuss including clarification of the Building Act, Building Code requirements, District Plan rules, policies, resource consent requirements, engineering, roading, drainage, etc

Please attach all relevant documents to this application form and submit via a lodgement officer at your local office; alternatively, you may submit information with the online form.

Minutes are distributed to all parties present within four working days of the meeting, together with an invoice for costs

TERMS AND CONDITIONS

The purpose of a pre-application meeting is to facilitate communication between applicants and the Council so that the applicant can make informed decisions about applying for consents.

The views expressed by Council staff in or following a pre-application meeting are those officers' preliminary views, made in good faith, based on the applicants' proposal. The Council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.

The applicant is not required to amend their proposal to accommodate the views expressed by Council staff, nor to comply with any suggestions made by Council staff. Further, it remains the applicants' responsibility to get their own professional and legal advice when making any applications for building consents and to rely solely on that advice, in making any application for consent.

To the extent permissible by law, the Council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the Council maybe required to be disclosed under the Local Government Official Information and Meetings Act 1987 (unless there is good reason to withhold the information under that Act).

Information on fees and charges are available on the Council website www.aucklandcouncil.govt.nz or can be obtained via our call centre on 09 301 0101 or from our service centres.

OFFICE USE ONLY:

Meeting date:

Meeting time:

 am/pm

Location:

Name of person who received this request:

Date:

Account code:

Amount:

\$

Invoice number:

Date: