

Resource Consent Pre-application engagement

What is the purpose of a pre-application engagement?

The purpose of a pre-application meeting is to facilitate communication between prospective applicants and Auckland Council, in good faith, so that the prospective applicant can make informed decisions about applying for resource consent(s).

Pre-application engagement is not a full, in-depth analysis of your proposal. Rather, it is a non-statutory process designed to provide initial information on specific matters you identify for discussion and gives Council the opportunity to raise any areas of concern or ones that will require particular consideration or assessment prior to you lodging your resource consent application.

The prospective applicant may, but is not required to, amend their proposal to accommodate any views expressed by Council staff. It remains the prospective applicant's responsibility to get their own professional planning and legal advice when making any application for consents, permits or licences, and to rely on that advice, in making their application.

To the extent legally possible, the Council expressly disclaims any liability to the prospective applicant (under any theory of law including negligence) in relation to any pre-application process.

Finally, the prospective applicant recognises that any information it provides to Council may be required to be disclosed under the Local Government Official Information and Meetings Act 1987 (unless there is a good reason to withhold the information under that Act).

Is a pre-application engagement compulsory?

No, pre-application engagement for resource consents is not compulsory. However, by engaging with Council early on, it enables you to receive feedback on your proposal which will assist in a smoother consenting process with fewer challenges.

When can a pre-application meeting be requested via the Planner-led pre-application channel

A Planner-led pre-application meeting is recommended for eligible proposals which are technically more complex, involve a number of different resource management issues or require a high degree of engagement and co-ordination to ensure an efficient consenting process.

Eligible Proposals are:

- 10 or more residential units
- retirement villages
- new infrastructure (including upgrade of existing)
- new buildings in the city centre
- alterations to or removal of heritage buildings
- childcare centres
- 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
- papākainga housing
- undersized lots in any zone

Planner-led Pre-application Bookings

To support the Planner-led pre-application channel and to assist in managing staff workloads, we utilise a booking system which provides a set number of meeting slots per month. Once your Planner-led pre-application request is received, you will be contacted to book your meeting with us. All supporting plans and documents will be required at least 10 working days prior to your scheduled meeting date.

Is there a cost involved?

Yes, fees for pre-application guidance are set according to the Auckland Council's Schedule of Fees and Charges. All time incurred over and above the initial deposit fee paid at the lodgement stage will be invoiced at the completion of pre-application engagement.

All requests for pre-application guidance via Planner-led or Specialist-only channel will require payment of an initial deposit fee upfront when lodging a request. The only exception to this is for 'On Account' customers who don't physically pay on lodgement. Rather, an invoice is generated and sent to them for payment on the 20th of the following month.

In considering whether pre-application engagement is right for you, please be aware that average costs associated with Planner-led pre-application engagement (where a planner and various different specialists are involved), can reach around \$3,500.00 (approx).

How can I request pre-application guidance?

Prospective applicants can request pre-application guidance by completing and submitting their request online via the Council website.

Please ensure you attach all required information, including concept plans and supporting technical reports as well as identifying aspects of the proposal you wish to engage with Council on.

What happens once my pre-application request is received?

A Council representative may call you to validate or clarify requests (e.g. where information is vague). This is particularly important to ensure a clear understanding of the reasons for the pre-application engagement request and to ensure that the request is allocated to the correct channel for actioning.

Once allocated, a Council staff member will confirm whether the request requires a meeting, or whether guidance can be provided via phone or email (as may be the case for requests actioned via the Specialist-only channel).

What happens during the pre-application meeting?

Where a meeting is required, a Council representative will chair the meeting and assign a minute taker. Staff will talk through issues / questions raised by the prospective applicant and will identify any areas of likely contention from the resource consenting perspective. Key consideration and issues will be recorded in the minutes.

Minutes are typed up and circulated to all parties present together with a final invoice for all costs incurred through the engagement with Council.

Council will endeavour to get meeting minutes out within 5 working days following the conclusion of the meeting.

Who attends pre-application meetings?

Prospective applicant attendees:

Anyone involved in the project can attend a pre-application meeting including the owner, agent, planner / resource management consultant, architect, property developer, engineer, specialists etc. If an owner does not want to attend, they can simply have their designer or any other professional in attendance to represent their interests.

Council attendees:

The list of attendees really depends on what the resource consent application relates to and the questions/matters that a prospective applicant is seeking to discuss with Council.

Council staff will confirm who needs to participate in the meeting beforehand based on the information submitted with the request and will liaise with the applicant to ensure the right people attend.