

# BUSINESS START-UP

## MEETING REQUEST

**When your business idea has developed into a plan and you need to know about licensing and / or consent requirements – we can help.**

We want to help you understand the compliance requirements and associated regulations for your business. The Business Start-up meeting will gather key staff from within Council to provide information and help you with your plans. This may include resource consents, building consents, environmental health (food and alcohol licences) and/or transport advice.

To gather the most useful advice we will need to know some details about your business, so please fill in the form below and bring it in or forward it with the relevant documents to:

Business Start-up Meeting  
Kāpiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254

Council use only  
Date Lodged:  
Formally Received:

**For enquiries: phone** 04 296 4700 or toll free 0800 486 486

**email:** [kapiti.council@kapiticoast.govt.nz](mailto:kapiti.council@kapiticoast.govt.nz)

### CONTACT DETAILS

Business name:

Physical address of proposed business:

Contact person:

Type of business: (eg. Hairdresser, café, home business)

Role in Business:

Phone:      Landline:

Mobile:

Email:

### OVERVIEW OF BUSINESS / PROPOSAL

Please **describe in detail** your business proposal (include further pages if necessary). Attach copies of any **notes** from previous consultations with Council staff (e.g. duty planner, health officer or building planner) and **site plans** or **drawings** if you have these.

**We will call you to organise a time to meet.**