

Subdivision Pre-application Meeting Fact Sheet

Subdivision pre-application meetings provide an opportunity for developers and planners to talk through a proposed subdivision with Council staff and discuss any specific issues or information that Council may require.

They are generally held for more complex projects, such as a large development or multi-unit housing.

Note: Other smaller projects, such as a property owner subdividing a section to allow for another house to be built, may only require an over-the-counter visit with the Duty Planner. In these instances Council staff will advise if any other pre-application considerations are required.

What can be achieved at a pre-application meeting?

Pre-application meetings are designed to facilitate open communication between the developer and Council staff so that the developer can make informed decisions about applying for consents. It can make the process simpler, quicker and less costly.

The meeting will ensure that the developer understands how the relevant District Plan(s) are interpreted and provide an opportunity to clarify any additional information requirements (e.g. hazardous and contaminated sites).

Council staff can help work through the requirements of the resource consents process for a proposed subdivision. This allows the developer to discuss any potential issues and review their proposal before it is finalised. The developer will receive early feedback and advice to assist the preparation of their application including looking at the types of modelling or risk analysis to be undertaken, including any assumptions.

Council staff can also help identify parties likely to be affected and the associated degree of consultation recommended for the proposed subdivision.

Who should attend the meeting?

It is recommended that a planner attend the pre-application meeting to help identify areas of the application that might be tricky, put questions to Council staff about potential issues and suggest possible solutions.

A Council resource consent planner will invite internal staff from areas of Council that are relevant to the proposal.

What needs to be done before the meeting?

Council needs to know who will be attending and if there are any particular issues the developer wants to discuss. This will assist staff to prepare for the meeting and enable them to provide clear guidance and advice on what will be required.

The developer completes a Subdivision Pre-application Meeting Form which provides:

- details of who will be attending, and
- information about the proposed subdivision (see below).

Once this is received Council staff will arrange the meeting with the developer.

What information will be needed at a pre-application meeting?

As stated in the Pre-application Meeting Form the following information (if available) is required:

- a site plan to a metric scale;
- electronic copies of all maps, photographs, scheme plans, elevations of the proposed development, architectural drawings and any other material about the proposed subdivision; and
- the subdivision concept; and
- details of any special feature that is known about the site - including archaeological, heritage, ecology, designations, native vegetation, streams, water courses, aquifers, soil types, contamination, topography etc., and
- a list of any other discussion points such as the Building Act and Building Code requirements; relevant District Plan rules; policies; resource consent requirements; financial contributions; and engineering, roading or drainage requirements; and
- the Record of Title (previously known as Certificate of Title).

Providing as much information as possible will help to make the pre-application meeting more productive by enabling Council staff to offer development specific advice.

How much does a pre-application meeting cost?

There is no charge for a pre-application meeting.

What can't happen at the meeting?

Council staff cannot design/re-design the proposed subdivision. They can only give initial advice on which provisions in the relevant District Plan(s) apply to the proposed subdivision.

In addition, staff cannot confirm if a resource consent will be approved, if it will need to be notified or if there will be any affected parties.

Note: Council staff can only make determinations about the above matters once an application has been received and assessed. It is important for the developer to be aware that formal decisions cannot be made during, or on the basis of the pre-application meeting, and any representations made by the Council are classified as advice only and are not legally binding.

What happens after the pre-application meeting?

A resource consent application for a proposed subdivision can be submitted at any stage, even if there are unresolved matters from the pre-application meeting.

It is important to note that if the developer provides further information and/or changes the proposed subdivision after the pre-application meeting, that this may have an impact on the Council's view of the application and that the advice provided at the pre-application meeting may no longer be applicable.

Is the meeting recorded?

Yes. Council staff will record the matters discussed during the meeting and a copy of these minutes will be provided to the developer.

Any other questions?

Please contact us, we're more than happy to help.

Phone the Duty Planner on:
Toll free 0800 486 486

Or

Visit the Duty Planner at the:
Council Office, 175 Rimu Road,
Paraparaumu