Pre-Application service Meeting request

Use this form to request a Resource Consent Pre-Application meeting.

Email this form to [resource.consents@kapiticoast.govt.nz](mailto:resource.consents@kapiticoast.govt.nz) or hand it in to us at our office located at 175 Rimu Road, Paraparaumu. If you have any questions, email us at the address above or phone us on 0800 486 486.

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| **PURPOSE OF THE MEETING** | | |
| The purpose of a pre-application meeting is for you and/or your agent to receive preliminary advice from Council experts on the technical requirements of your proposal, based on the information you've provided.  The views expressed by Council staff during a pre-application meeting are those officers’ preliminary views, made in good faith, and are based on the information you provide at the time of the meeting.  Meetings are confidential, but we may have to disclose any information you provide to us if another person requests it under the Local Government Official Information and Meetings Act 1987. | | |
| I/We understand and acknowledge that the views expressed by Council staff in this meeting are preliminary views only.  I/We understand and acknowledge that any views expressed by Council staff do not mean that an application will be automatically accepted or granted. | | |
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| **CONTACT DETAILS** | | |
| Who will be attending the meeting? | | |
| Owner | Name: | |
| Agent | Name: | |
| Other(s) | Name(s): | |
| Main contact for meeting: | | |
| Contact phone: | | Email: |
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| **GUIDANCE INFORMATION** | | |
| The more details you can submit prior to the meeting, the better. This will be of great assistance to Council officers so they can be as prepared as possible for the discussion.  Information or documents you should try and provide before the meeting include:   * Any **special feature(s)** 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 eg, 1:100), electronic copies of all maps, photographs, scheme plans, and elevations of the proposed development. Architectural drawings and other material to assist staff to 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.   Attach all relevant documents to this application form when submitting.  We aim to distribute a copy of the meeting minutes to all parties within 10 working days of the meeting. | | |

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| **PROPOSED DEVELOPMENT DETAILS** | |
| Proposed site address: | |
| Legal description (if known): | |
| Tick to indicate what you have attached to this form: | |
| Site plan(s)  Title (if you are proposing a subdivision) | Additional information relating to special features  Other, please specify: |
| Give a clear description of the proposal and any background information that will help our staff prepare for the meeting eg, previous consents, existing use rights (you may wish to use additional pages, so please attach to this form).  Provide clear detail on what questions you would like answered. | |