

# Request for Pre Application Advice

## Cost of a pre-application service

Note that the lodgement fee for a resource consents pre-application service is \$350.

This service includes one hour at no cost for work carried out by a Planner and up to two technical experts. Any additional time over and above the one hour time will be charged at the relevant officer's hourly rate in accordance with the fees and charges schedule. The costs related to this service include but are not limited to administration, research, meeting time, writing and distribution of meeting notes and any additional meetings.

A.1 CONTACT DETAILS				
I am the (please tick)	Property Owner(s)	<input type="checkbox"/>	Prospective Purchaser	<input type="checkbox"/>
	Lessee	<input type="checkbox"/>	Agent/Consultant	<input type="checkbox"/>
	Developer	<input type="checkbox"/>	Other	
Full Name (please write all names in full)				
Postal Address				Post Code
Email				
Phone:		Mobile phone		
How do you wish to receive correspondence? (Please tick)	Telephone	<input type="checkbox"/>	E-mail	<input type="checkbox"/>
A.2 PROSPECTIVE APPLICANT				
				Tick here if N/A <input type="checkbox"/>
Name				
Postal Address:				Post Code
Email:				
Phone:		Mobile Phone		
A.3 ADVICE TYPE				
Please indicate the type of seek advice sought from Council (please tick one)				
Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	Meeting with Staff with written advice via email <input type="checkbox"/>
A.4 APPLICATION SITE DETAILS				
Site/Street Address:		Town/Location		
Legal Description (from your Rates Notice or Certificate of Title)				
Zone		Area of Site	Ha/m <sup>2</sup>	

**A.5 MEETING LOCATION (IF APPLICABLE)**

Please indicate which council office you wish for the pre application meeting to be held at.

Ngaruawahia (Head Office)

Tuakau\*

\*Please note that if you request the meeting to be held at Tuakau, additional charges may be applicable in regards to mileage, travel time to and from Tuakau if one of more allocated council officers is not based in Tuakau. Where possible, request for pre application advice will be allocated to the closest located office but this is not always possible.

Neither but would like it on-site\*\*

\*\*Please note that on-site pre-application meetings will incur additional charges in regards to mileage and travel to and from site

If council officers are unable to accommodate the meeting at the Tuakau office, please advise if you are willing to travel to the Ngaruawahia office.

Yes

No

**A.6 OTHER MEETING ATTENDEES**

Tick here if N/A

Please indicate who will be attending the meeting with you. E.g. technical experts, client/s

**A.7 PREVIOUS ADVICE**

Tick here if N/A

Please indicate whether you have previously discussed your application with Council. If this is the case, list any relevant staff and allocated reference number below

**A.8 DESCRIPTION OF THE PROPOSED ACTIVITY**

Additional sheets attached  (Number of sheets)

**A.9 SPECIFIC ADVICE SOUGHT**

Please describe specifically the matters you are seeking advice on e.g. planning, engineering, noise, traffic. This will help the Planner determine what technical experts may be required to attend any meeting.

**A.10 DESCRIPTIVE PLANS OF THE PROPOSED ACTIVITY**

Tick here if N/A

Please attach scale plans of the activity, where plans are to show an adequate level of detail to enable Council assessment. Please list these plans below

**A.12 SIGNATURE**

I/We understand that the Council may charge me/us all costs that are actually and reasonable incurred in the processing of this pre application advice request. Without limiting Waikato District Council's legal rights, if any actions are necessary to recover unpaid processing costs or fees associated with this pre application advice request, including debt recovery fees, I/we agree to pay all costs of recovering those costs.

If this application is made on behalf of a company, society (incorporated or unincorporated) or trust, in signing this application I/we acknowledge that:

- I am/we are authorised to make this application on behalf of that company, society or trust; and
- The company, society or trust will pay the actual and reasonable costs of processing the application, including any debt recovery costs.

By signing this form, I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signed by Applicant/s:

Dated

Signed by Agent:

Dated

Name and Role (Please print)

**A.11 BILLING DETAILS** *This identifies who will be receiving any invoices associated with processing this pre application advice request. By signing below you agree that you are responsible for all outstanding fees incurred during consent processing.*

<b>Full Name</b> (please write all names in full)			
<b>Postal Address</b>			<b>Post Code</b>
<b>Email</b>			
<b>Phone:</b>		<b>Mobile phone</b>	
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b>		<b>E-mail</b>

The deposit applicable for your application can be found under [fees and charges](#) on the Council website  
**Payment Options – Please tick -** NB: Council’s preferred method of payment is internet banking  
*Please note: your application will not be processed until the required deposit is received*

**Internet Banking**

Payment made via Internet Banking – Use the Bill Payment option for your bank, select **Waikato DC Resource Consents**, quote the property address of the activity, your name/client(s) name and the application number if known

Date of Payment

Payment Advice Information attached

**Cheque**

**Council Offices**

Payment made at Council Office

Receipt Number

Date of Payment

**Invoice Payment** NB your application will not be processed until payment is received

The advice you will receive from Council is limited to the information you provide in this application, any further information you may supply at a pre application meeting and which is relevant to the provisions of any plan or proposed plan in existence at the time of the pre application meeting. Council does not accept any legal liability for any advice or view expressed by Council at the pre application meeting and any advice or view expressed is subject to further reconsideration by Council after the application is lodged. Prior to lodging any application under s88 of the RMA, applicants are advised to seek their own independent legal and planning advice in relation to all matters covered by the pre application meeting, and in the event the proposal changes or there is a delay in lodging any application