

Resource Consent

Pre-application Advice Request

This form is used to request pre-application advice for resource consents, including related specialist input.

IMPORTANT INFORMATION

- We offer pre-application planning advice for land use and subdivision proposals. If you consider pre-application advice is needed, you can contact our Duty Planner on (03) 347 2800 or 0800 735 996 to check whether we can provide you with pre-application advice.
- We recommend that you engage a planning consultant to help identify/narrow down the key issues for discussion before requesting pre-application advice.
- Advice can be provided via an online meeting or an in-person meeting.
- Once the pre-application planning advice request form has been completed and submitted, a Planner will contact you to discuss the best format for your advice and any Council specialists who should be involved.
- Advice is treated as confidential, and it will not be disclosed to other parties.

SUBMITTING YOUR REQUEST

Complete this form and submit via one of the following methods:

- **Email:** rc.preapps@selwyn.govt.nz
- **In person:** Civic Offices, 2 Norman Kirk Drive, Rolleston.

DISCLAIMER

- We offer advice in good faith, on the basis of the information provided and the applicable District Plan rules at the time of the meeting, or unless otherwise requested/guided.
- The purpose of the pre-application meeting is to discuss the proposal, the rules generally applicable and matters that will need to be addressed in the application. This service is provided to assist the applicant in preparing their application.
- Please note that pre-application advice is not binding and does not pre-empt the outcome of the resource consent process. We cannot advise if the final planning recommendation will be to approve consent or if your resource consent application will be granted. We also cannot confirm if there will be affected parties and/or if the application will be notified.
- Once an application has been lodged, a more detailed assessment will need to be carried out.

Resource Consent Pre-application Advice Request



1. Preferred Meeting Dates:

(Please give at least 5 working days' notice)

Please note: your preferred dates may be unavailable depending on the different Council departments that you have requested to be present. If this is the case, we will contact you to arrange a different date and time at the earliest date possible.

2. Preferred Format of Advice

- ☐ Online meeting (Microsoft Teams)
- ☐ In person meeting (this may include online attendees)

3. Applicant Details:

Full Name:

Postal Address:

Phone:

Email:

OR if applicant is applying as a registered company:

Company Name:

Contact Person:

Phone:

Email:

4. Consultant/Agent Details:

Full Name:

Firm/Company:

Phone:

Email:

Postal Address:

5. Property Details:

Location of the Proposed Activity (Street Address):

Legal Description:

Valuation Number:

6. Consent(s) Sought:

☐ Land Use

☐ Subdivision

7. Proposal Description:

Description of Proposed Activity:

☐ I have attached plans and other relevant supporting documents

8. Advice Requested:

Key issues you would like advice on, including any specialist input:

Have you previously spoken with or communicated with any Council staff about these matters?

☐ Yes

☐ No

If yes, please note when and who:

Specialist input required:

- ☐ Planning
- ☐ Building
- ☐ Urban Design
- ☐ Development Engineering
- ☐ Transport
- ☐ Reserves

9. Attendees:

If requesting a meeting, will any consultants or technical specialists be attending the meeting with you?

☐ Yes ☐ No

If yes, please enter their details in the table below so we can invite them to the meeting or contact them if we need to clarify anything.

Please note: Some of our meeting rooms have limited capacity, so please consider the number of people that you need to be physically present. Additionally, many of our meeting rooms have technology available should people need to attend via Microsoft Teams.

Name	Expertise/Role in the Project	Email Address

10. Fees and Charges:

- Staff time for research, advice, meetings and administration will be charged at the hourly rates in the Fees Schedule. Any subsequent advice or correspondence on the same proposal will be invoiced separately.
- Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

Declaration*

- ☐ I / we accept responsibility to pay all actual costs incurred by the Selwyn District Council for this advice.

If you are completing this form on behalf of a company/trust/other entity (the applicant) you are declaring that you are authorised to accept these terms on behalf of the applicant.