

## Pre-application Meeting Application Form

### 1. Applicant Details

1.1 Applicant: \_\_\_\_\_  
**Note:** Agents acting on behalf of the applicant please do not put your name here.

1.2 Please tick the appropriate box

I am       The Owner       Occupier  
             Lessee             Prospective Purchaser of the property

1.3 Names and Addresses of Owners and Occupiers of the Property (if other than the applicant):

Owner(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupier(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Agent/Advisor Details:

2.1 Agent's (Authorised to sign on behalf of Applicant) Name and Address: \_\_\_\_\_  
\_\_\_\_\_

2.2 Contact details of Applicant/Agent: \_\_\_\_\_  
\_\_\_\_\_

Phone Number:    Business: \_\_\_\_\_ Home: \_\_\_\_\_  
                          Mobile: \_\_\_\_\_  
                          Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2.3 Address for Services/Correspondence (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Phone Number:    Business: \_\_\_\_\_ Home: \_\_\_\_\_  
                          Mobile: \_\_\_\_\_  
                          Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2.4 Who will be attending the meeting?

- Owner
- Agent
- Other(s)\*

\*Other Advisor(s) if attending:

Advisor 1 Name: \_\_\_\_\_ Expertise: \_\_\_\_\_

Advisor 2 Name: \_\_\_\_\_ Expertise: \_\_\_\_\_

Advisor 3 Name: \_\_\_\_\_ Expertise: \_\_\_\_\_

**3. Application Details – (For major/complex projects please complete the pre-application project plan form)**

3.1 Address of Property: \_\_\_\_\_

3.2 Legal Description: LOT \_\_\_\_\_ DP \_\_\_\_\_ CT \_\_\_\_\_

3.3 Building Consent Application Number: (if applicable) \_\_\_\_\_

3.4 Resource Consent Application Number: (if applicable) \_\_\_\_\_

3.5 Zoning Operative District Plan: \_\_\_\_\_

3.6 Zoning Proposed District Plan: \_\_\_\_\_

3.7 Site Area: \_\_\_\_\_

3.8 Special Features: \_\_\_\_\_

3.9 Proposal: \_\_\_\_\_

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3.10 Are there any specific issues you wish to discuss, eg traffic, infrastructure, urban design?

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3.11 Please attach any conceptual plans, photographs, specialist reports and list below:

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#### 4. Terms and Conditions

- 4.1 ✓ Pre-application meetings will be conducted on the basis of information available at the time.
- ✓ Please note that the provision of further information or changes in project scope may impact on the Council's view of your application.
- ✓ A pre-application meeting is a voluntary meeting organised by the Council to help you through the consent process. Formal decisions cannot be made during or on the basis of the pre-application meeting and any representations made by the Council are not legally binding.

#### 5. Fees

- 5.1.  Minimum Fee \$\_\_\_\_\_

**A minimum fee shall be charged for this pre-application service. All costs will be recovered including the time for Council officers and other experts including peer review consultants related to all work associated with the pre-application work.**

**Please note that if a resource consent application is not lodged within 30 days of the pre-application meeting any additional fees (as per 4b below) will be invoiced and payable within 14 days of the invoice date. If a resource consent application is lodged within 30 days of the pre-application meeting, any additional fees will be invoiced as part of the resource consent process.**

#### 6. Payment Details

- 6.1 (a) A minimum fee payment is required on lodgement of all applications.  
(b) Such additional fees may be invoiced during or at the end of the application process, in accordance with Section 36 of the Resource Management Act 1991.  
(c) All fees (other than the minimum fee) shall be paid in full without set-off or deduction of any kind within 14 days of the date of the invoice whichever is the sooner.  
(d) The applicant shall further pay to Papakura District Council, all costs and expenses (including costs on a solicitor/client basis and debt collector's costs) incurred in the enforcing or attempting to enforce these terms and conditions or in seeking payment of all fees.  
(e) Where you fail to make payment of any amount on the due date, Papakura District Council may in addition require you to compensate it by making payment of interest as liquidated damages on the amount due from the due date for payment until the date of actual payment at a rate equal to the current overdraft interest rate Papakura District Council has with its principal registered bank.

6.2 Name and address for Accounts: \_\_\_\_\_  
\_\_\_\_\_

6.3 Phone Number: Business: \_\_\_\_\_ Home: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

GST number: \_\_\_\_\_

6.4 Signature of Applicant/Authorised Agent: \_\_\_\_\_

6.5 Print Name of Applicant/Authorised Agent: \_\_\_\_\_

6.6 If the named applicant is a company/trust please state your position/title and contact details:

\_\_\_\_\_

I have read and understand the above conditions

6.7 I have the authority to bind the company/trust: \_\_\_\_\_

**(Please attach a copy of the Authorising Documents for Company/Trusts)**

6.8 **This application may not be accepted by Council unless all the information required above is provided.**

**Please contact the Planning Help Desk on (09) 295 1300 with any queries regarding this form**

**Send to:**

The Manager Resource Consents  
Papakura District Council  
Private Bag 7  
Papakura 2244

**Office use only:**

Receipt Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Date By: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Case Officer: \_\_\_\_\_