

Taupō District Council

Pre-application or staged building project request form



GREAT LAKE TAUPŌ
Taupō District Council

General information

- A pre-application meeting is to help understand the project, the relevant building code requirements and what information will be needed when you apply for building consent. This meeting is intended to help you prepare a complete application.
- Requesting a pre-application meeting does not guarantee that a pre-application meeting will be held.
- After reviewing your request, TDC may decide that a meeting is not needed if the project is straightforward or minor in scope. In these cases, general advice may be provided instead.
- If you are unsure whether you need a pre-application meeting, you can contact our Building Consents Team to discuss your project before submitting a request.
- Time spent by council staff on research, advice, meetings and administration will be charged at the hourly rates on the [Taupō District Council Building Services Fees](#). These costs will usually be added to the related building consent application, or if no building consent application is received within a reasonable time, a separate invoice will be issued.

Disclaimer

- Any advice provided by TDC is given in good faith, based on the information provided and the building code requirements that apply at the time.
- A pre-application meeting is for guidance only. It does not pre-empt the outcome of the building consent application and is not binding on the building consent process.

Complete all parts of this form

1. Applicant details

Name:

Company:

Contact details:

Landline:

Mobile:

Email:

----------------------	----------------------	----------------------

2. Owner details

Name:

Company:

Contact details:

Landline:

Mobile:

Email Address:

3. Project details (please clearly identify the site)

Street address

Legal description

Valuation number

4. Description of proposed building work:

Please select documents provided relevant to this project*

- ☐ Preliminary architectural drawings
- ☐ Preliminary structural drawings
- ☐ Preliminary 'other' drawings (seismic, hydraulics etc)
- ☐ Preliminary fire report/design
- ☐ Design features report – structural
- ☐ Design features report – engineering services (seismic, hydraulics etc)
- ☐ Design features report – civil

*Upon acceptance of the meeting request, TDC will provide instruction how to provide documentation.

5. Stakeholder engagement

Have you contacted the following?

Please select the departments/organisations that have been contacted:

- ☐ TDC Planning Team
- ☐ TDC Development Engineering
- ☐ Waikato Regional Council
- ☐ Other: State

6. Design team and consultants involved in building work

Consultant	Name	Company	Email address
Design lead for project team			
Architectural			
Structural			
Engineering services			
Fire design			
Civil/hydraulic			
Mechanical/electrical			
Weathertightness			
Geotechnical			
Civil			
Other			
Project manager			

7. Preferred meeting format

- ☐ Online meeting – Microsoft Teams
- ☐ In person meeting at Council Offices (67 Horomatangi Street, Taupo) – this may also include online attendees

8. Proposed agenda items

9. Is there any other information relevant to the project that you would like to make council aware of?

--

10. Attendees you require present for pre-application meeting

Name	Role in project	Email address

Staged Building Consents

Does your proposal include staged building work?

Where staging is accepted as necessary, the number of stages are to be kept to a minimum and the building work covered by each stage clearly defined.

Please provide us with your reason(s) for staging the project:

--

Please enter the details of the proposal below:

Stage	Extent of building work being included at each stage	Approximate value of building work	Approximate application date of each stage
1			
2			
3			