



Resource Consent

Request for a pre-application meeting

1. Contact Details

Name: _____

Company name (if applicable): _____

Landline: _____ Mobile: _____

Email address: _____

Preferred method of contact: Landline Mobile Email

I am the (please tick)

Property Owner Prospective purchaser Lessee Agent or consultant

Other _____

Please indicate whether you have previously discussed your application with Council and, if so, who.

If you are not the prospective applicant for any consents, permits or licenses (if they are required), please enter the applicant's details below:

Name of prospective applicant (if applicable): _____

Landline: _____ Mobile: _____

Email address: _____

2. Other Attendees

Please include who will be attending the meeting with you. This may include your client, agent, or consultant(s) with particular expertise.

Attendee name	Area of expertise/profession/title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Meeting Preferences

Please indicate which dates and times over the next two weeks you and all of your party are available to meet. The more dates and times you are able to indicate the easier it will be for us to fulfil your meeting request (Please note that in most cases, meetings are held at the Council office in Taupō.)

Date	Times on that day
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Site Details

Street address: _____

Legal description: _____ Lot No: _____ DP: _____

5. Proposal

Please provide an outline of your proposal on the next page and, if known, a list of consent, permit and licensing requirements.

Please attach all available information. This may include any conceptual plan, drawings, photos or draft assessments of environmental effects.

In providing an outline, consider whether there are specific matters you would like addressed at the meeting.

(Please note: the information you provide in this section will help us determine which Council staff should attend the meeting and what we need to do to prepare for it.)

Following are examples of matters you may wish to discuss:

- Resource consent requirement of the information needed to support consent applications;
- Traffic, heritage, urban design, ecological, tree, archaeological, storm water or roading issues;
- The rules associated with discharges to water, air or land, or activities in the coastal environment;
- People who may be affected by your proposal;
- Building code or building consent requirements;
- Licensing and compliance requirements in terms of food premises, health, noise, contaminated land or liquor.

Having completed the previous question, please indicate the main area to which your proposal relates.
 (Please note: this information will help us determine which team will handle your meeting request.)

- Resource Consents – district issues (e.g. land use, subdivision and development)

What other consents, permits or licenses, if any, have you already obtained with respect to this proposal?

6. Terms & Conditions

The purpose of a pre-application meeting is to facilitate communication between applicants and the council so that the applicant can make informed decisions about applying for consents, permits or licenses.

The views expressed by council staff in or following a pre-application meeting are those officers’ preliminary views, made in good faith, on the applicant’s proposal. The council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.

The applicant is not required to amend their proposal to accommodate the view expresses by council staff, nor to comply with any suggestions made by council staff. Further, it remains the applicant’s responsibility to get their own professional planning and legal advice when making any application for consents, permits or licenses, and to rely solely on that advice, in making any application for consents, permits or licenses.