

# Request for Pre Application Advice

## Cost of a pre-application service

Note that the lodgement fee for a resource consents pre-application service can be found at [fees and charges schedule](#). This includes a one hour meeting with a processing planner and up to two technical experts that will not be charged for.

If the service exceeds the one hour of total time spent in preparing for the meeting, attending the meeting and providing a written/verbal response then the additional fees charged at an officer's hourly rate as stated in Councils Fees and Charges Schedule and includes but is not limited to administration, research, writing and distribution of minutes and 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
Name		
Postal Address:		
		Post Code
Email:		
Phone:	Mobile Phone	

A.3 APPLICATION SITE DETAILS			
Site/Street Address:		Town/Location	
Legal Description (from your Rates Notice or Record of Title)			
Zone		Area of Site	Ha/m <sup>2</sup>

**A.4 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.5 DESCRIPTION OF THE PROPOSED ACTIVITY**

Additional sheets attached  (Number of sheets)

**A.6 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.

<b>A.7 DESCRIPTIVE PLANS OF THE PROPOSED ACTIVITY</b>	Tick here if N/A	<input type="checkbox"/>
<p>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</p>		

<b>A.8 SIGNATURE</b>	
<p>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.</p> <p>If this application is made on behalf of a company, society (incorporated or unincorporated) or trust, in signing this application I/we acknowledge that:</p> <ul style="list-style-type: none"> <li>• I am/we are authorised to make this application on behalf of that company, society or trust; and</li> <li>• The company, society or trust will pay the actual and reasonable costs of processing the application, including any debt recovery costs.</li> </ul>	
<p>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.</p>	
Signed by Applicant/s:	
Signed by Agent:	
Name and Role (Please print)	

<b>A.9 BILLING DETAILS</b>		<i>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</i>	
<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>
<p>The deposit applicable for your application can be found under <a href="#">fees and charges</a> on the Council website</p> <p><b>Payment Options – Please tick -</b> NB: Council's preferred method of payment is internet banking</p> <p><i>Please note: your application will not be processed until the required deposit is received</i></p>			

**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