

RESOURCE CONSENT PRE-APPLICATION MEETING REQUEST

GENERAL

Contact person

Name: _____

Role: Property owner Prospective purchaser Lessee Agent Developer Other

Company (if agent): _____

Postal address: _____

Phone (day): _____ Mobile: _____

Email: _____

Preferred means of contact: Email Phone

Who will be attending the meeting

Owners Name: _____

Agents Name: _____

Advisor 1 Name: _____ Expertise: _____

Advisor 2 Name: _____ Expertise: _____

Advisor 3 Name: _____ Expertise: _____

Advisor 4 Name: _____ Expertise: _____

Meeting Time/Date

Pre-application meetings are held every Tuesday and Thursday.
Please indicate your preferred meeting time below:

Tuesday: 10-11am 11-12pm 1:30-2:30pm 2:30-3:30pm

Thursday: 10-11am 11-12pm 1:30-2:30pm 2:30-3:30pm

PLANNING GUIDANCE

For general planning guidance enquiries, contact the duty planner weekdays 8am to 4.45pm.
Email: planning.guidance@hcc.govt.nz **Phone:** 07 838 6699

PROPOSAL

Site address

Address: _____

Suburb: _____

Legal description: _____

Number of lots: _____

Type

Landuse Subdivision Other

Description of proposal

Please provide a description of the proposal and, if known, a list of consent, permit and licensing requirements:

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Specific issues or topics for discussion

What other consents, permits or licences, if any, have you already obtained from Waikato Regional Council that relate to this proposal?

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SUPPORTING DOCUMENTS

Please attach supporting documents here including Draft assessment of environmental effects, draft application for resource consent, draft plans, certificates of title and any other information that would be useful for the pre-application meeting.

DEVELOPMENT CONTRIBUTIONS INFORMATION

Pursuant to the Local Government Act (2002) and Council's Development Contributions Policy, Council may require a development contribution to be paid in respect of a development. For general information on development contributions please refer to Council's website www.hamilton.govt.nz/dc

Prior to lodgement for consent please contact Council's Development Contributions Team on (07) 838 6739 or DCO@hcc.govt.nz to determine whether a development contribution is applicable to your development and/or for an estimate of the development contribution charge.

Tick this box if you require a DC staff member to attend the pre-application meeting.

TERMS & CONDITIONS

1. 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.
2. The views expressed by council staff in or following a pre-application meeting are those officers' preliminary views, made in good faith, on the applicants 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.
3. The applicant is not required to amend their proposal to accommodate the views expressed 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 licences, and to rely solely on that advice, in making any application for consents, permits or licenses.
4. To the extent permissible by law, the council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the council may be required to be discussed under the Local Government Official Information and Meetings Act 1987 unless there is a good reason to withhold the information under that Act).
5. Any assessment and administration time spent beyond that covered by those deposits will be charged at the relevant hourly rates.
6. [For a full list of fees and charges refer to payment, fees and charges as set out on Hamilton City Council's Website.](#)

ACCEPTANCE

I have read, understand and accept the terms and conditions set out above.

SEND

Email this form and supporting documents to preapplications.hcc@hcc.govt.nz, drop into the duty planner at the ground floor of Municipal Building, Garden Place between 8am and 4.45pm Monday to Friday.

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