

Pre-application meeting request

To: Waipa District Council
Private Bag 2402
Te Awamutu 3840

This form should be used to request a pre-application meeting. Pre-application meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues relevant to the application. It cannot replace the in-depth investigation associated with the formal assessment of an application (and where relevant, consideration of public submissions). While the advice is given in good faith, it in no way binds a decision by the Council.

If you need help completing this form, contact us on 0800 924 723 and ask to speak to a planner.
Submit the form to Council: Attention: Planning Administration or email: info@waipadc.govt.nz

1	Address of site this pre-application meeting is for:
2	Contact details of person (and company if relevant) requesting pre-application meeting:
	<p>Applicant: <input style="width: 100%;" type="text"/></p> <p>Agent/Contact: <input style="width: 100%;" type="text"/></p> <p>Phone (day): <input style="width: 150px;" type="text"/> Mobile: <input style="width: 150px;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>Billing addressed to: Applicant <input type="checkbox"/> Agent/Contact <input type="checkbox"/></p> <p>Please note: all correspondence will be sent via email. If you wish to receive hardcopy correspondence, please discuss this with a Council planning administrator. Do not include your email address here if you <u>do not</u> want this information to be included on this form (refer to privacy statement at the end of this form).</p>
3	Details of proposed activity
	<p>Current use of the site: <input style="width: 100%;" type="text"/></p> <p>I want to do the following on the site (proposed use):</p> <p>Note: Detailed information and plans to assist us to understand your proposal must accompany this request.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

Pre application meetings are generally attended by planning (consents) staff and a development engineer. If there are other technical matters you'd like to discuss, please tick below where relevant and we will endeavour to have the appropriate Council staff attend:

Urban design Development contributions/agreements Building

Reserves/Council property Contaminated sites Other

For 'other' please provide further details:

4 Date and time requested for meeting:

Council holds pre-application meetings at set times. Once you lodge a pre-application meeting request, we will allocate you an appointment time at the next available time-slot.

The time-slots are as follows. Please indicate which time you would prefer:

Meetings are held on

Tuesday in Cambridge:

11am 1pm 3pm Date:

Tuesday in Te Awamutu:

11am Date:

Note: To accommodate your request, please allow a minimum of **10 working days** in advance for Council to arrange a meeting time, and for the appropriate staff to attend.

5 Signature of the applicant or agent

Please note before signing the pre-application request form that there are costs associated with pre-application meetings, and these will be invoiced by Council to the applicant following the meeting date. By signing this form you agree to being responsible for all costs.

Signature: Date:

Note: If submitting this form electronically, typing your name into this form is sufficient.

6 Important privacy information

The information you provide on this form (including personal information) is official information. The details on this form and any ongoing communications between you and Council will be held at Council's offices and may be accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council Planner prior to lodging this form.