**Staged building consent approval request form**

|  |
| --- |
| **General information:**   * When an applicant wishes to stage the building work to construct or alter a building, there is a requirement that the staging is approved by council officers before an application for the first stage is lodged. * This is best achieved by arranging a pre-application meeting and completing and attaching this form to the [P006 Pre-application meeting request for building and planning form](http://www.ccc.govt.nz/assets/Documents/Consents-and-Licences/resource-consents/P006-Pre-Application-Meeting-Request.docx). * A building consent officer will undertake an initial review of your staging proposal (as detailed in the form below) and will make a decision to accept the proposal or request that your proposal is discussed further at a pre-application meeting. * If a pre-application meeting is not required because the proposal has been accepted, the meeting can still go ahead if the customer wishes to discuss other matters regarding their project.   **Submitting your request:**   * Please fill out the form and submit it along with the P006 Pre-application meeting request for building and planning form ([Word](https://ccc.govt.nz/assets/Documents/Consents-and-Licences/resource-consents/P006-Pre-Application-Meeting-Request.docx) or [PDF](https://ccc.govt.nz/assets/Documents/Consents-and-Licences/resource-consents/P006PreApplicationMeetingRequest-docs.pdf)) using one of the following methods: * You can email your request to: [preappmeetings@ccc.govt.nz](mailto:preappmeetings@ccc.govt.nz) or; * You can post your request to: Building Consenting, Christchurch City Council, PO Box 73010, Christchurch 8154. * You will be contacted by a council staff member after your proposal has been reviewed. |

*Items marked* ***\**** *are mandatory for all applications.*

|  |  |
| --- | --- |
| **1. Applicant Details*\**** |  |
| **Name:** *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*   |  |  | | --- | --- | |  |  |   **Mailing address:**   |  |  | | --- | --- | |  |  |   **Contact details:**   |  |  |  | | --- | --- | --- | | Landline: | Mobile: | Email Address: | |  |  |  | | |

|  |  |
| --- | --- |
| **2. Project details (please clearly identify the site)*\**** |  |
| **Address:**   |  |  | | --- | --- | |  |  |   **Description of building work:**   |  |  | | --- | --- | |  |  | | |
| **3. Staging proposal:**  **For 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 added by each stage** | **Reasons for the extent of each stage** | **Approximate value of building work** | **Approximate application date of each stage** | | **1** |  |  |  |  | | **2** |  |  |  |  | | **3** |  |  |  |  | | **4** |  |  |  |  | | **5** |  |  |  |  |   **Is this project already being cased managed by our Partnership Approvals service?**   |  |  | | --- | --- | | **Yes** - Please provide the name of your case manager: |  |   **No** – You may wish to consider this service. For more information visit [Partnership Approvals](https://ccc.govt.nz/consents-and-licences/building-consents/before-you-build/partnership-approvals-service-for-developers). | |