

# Pre-application meeting request for building and planning

## GENERAL INFORMATION:

- Pre application meetings are available for projects requiring building consents, resource consents, or both. Discussions with us before you lodge your application will help you prepare a comprehensive application and avoid unnecessary processing delays. Detailed information is available on our website [www.ccc.govt.nz/pre-application-meetings](http://www.ccc.govt.nz/pre-application-meetings).
- If your application is for another type of project, you may still benefit from a pre-application meeting. If you are unsure please contact us on (03) 941 8686 or email [CCGRegulatoryAdvice@ccc.govt.nz](mailto:CCGRegulatoryAdvice@ccc.govt.nz)
- Pre-application meetings are confidential, information about these meetings cannot be disclosed to other parties.

## SUBMITTING YOUR REQUEST:

Please fill out this form and follow its instructions. You can submit your request via one of the following methods:

- **Email:** [CCGRegulatoryAdvice@ccc.govt.nz](mailto:CCGRegulatoryAdvice@ccc.govt.nz)
- **Hand Delivered:** Council Civic Office, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us))
- **Post:** CCG Regulatory Advice, Christchurch City Council, PO Box 73013, Christchurch 8154

You will then be contacted by a Council staff member to arrange suitable meeting time.

Items/Sections marked \* are mandatory for all requests.

## 1. Applicant details \*

Please invoice the applicant

**Name:** (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)

**Mailing address:**

**Contact details:**

Landline:

Mobile:

Email Address:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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I / we accept responsibility to pay all actual costs incurred by the Christchurch City Council for this meeting.

## 2. Agent details

Please invoice the agent

This field is only required if the application is being made on behalf of the applicant. You must have the applicant's authorisation prior to requesting this meeting.

**Name:** (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)

**New Zealand Companies Registered Number:** (If applicable - Refer to [www.business.govt.nz/companies](http://www.business.govt.nz/companies) )

**Mailing address:**

**Contact details:**

Landline:

Mobile:

Email Address:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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I / we accept responsibility to pay all actual costs incurred by the Christchurch City Council for this meeting. If you are completing this form on behalf of a company/trust/other entity (the applicant) you are declaring that you are authorised to accept these terms on behalf of the applicant.

3. Cost

- Staff costs for preparation before attending the meeting plus any further administration costs, research or advice (if applicable) post meeting will be incorporated into total charge.
- The Building Consent and Resource Consent schedule of fees shows staff charge-out rates.
- The charges incurred by the Council in relation to pre-application meetings are payable whether the project proceeds or not. The invoice for a pre-application meeting will be sent at the same time as the record of the meeting. Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

4. Meeting details\*

Select more than one if applicable:

- Planning application query
- Building application query
- Staged building consent proposal  
[Attach the [Staged building consent approval request form](#) to this form]

What areas of Council expertise would you like at the meeting?

- Traffic Engineer
- Stormwater Engineer
- Fire Engineer
- Alcohol Licensing
- Urban Design
- Health Licensing
- Structural Engineer
- Other

Preferred meeting dates: Please allow a minimum of 5 working days' notice

People attending the meeting in support of the applicant:  
Note: Number of people attending the meeting determines size of room booked

Name and Company:

Expertise/role in project:

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## 5. Proposed details\*

Site address:\*

Legal description:

Current use of site:

Description of the proposal/project:

Key issues for discussion at the meeting, or anything that may be relevant to discuss with the Council eg. traffic, land contamination, storm-water, infrastructure, heritage value:

Have you spoken to Council staff about this matter? Please note who and when:

What are your objectives for the meeting?

Please attach the following:

- A concept plan or detailed plans (plans should include a site plan, floor plan and elevation for proposed structure)
- Design specifications (building consents)
- Staged building consent approval request form (if applicable) [\[Word 203KB\]](#) or [\[PDF 403KB\]](#)

Important notes:

1. Pre-application meetings are intended to provide initial advice on specific issues identified for discussion by the application and any likely key issues.
2. Pre-application meetings cannot and do not replace the in-depth investigation associated with the formal assessment of an application and consideration of public submissions (if notified).
3. The advice given in these meetings is given in good faith and in no way binds a decision by Christchurch City Council.
4. Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.