**Staged building consent approval request form**

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

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| **1. Applicant Details*\****  |  |
| **Name:** *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

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**Mailing address:**

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**Contact details:**

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|  Landline: | Mobile: | Email Address: |
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| **2. Project details (please clearly identify the site)*\****  |  |
| **Address:**

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**Description of building work:**

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| **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:\***

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**Please enter the details of the proposal below: \***

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| --- | --- | --- | --- | --- |
| **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?**

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| --- | --- |
| [ ]  **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). |