

Applying for a Resource Consent Pre-application Meeting

These guidelines provide all you need to know about resource consent pre-application meetings.

What is a pre-application meeting?

- A pre-application meeting is an opportunity to meet with Council staff and discuss your project before submitting your resource consent.

Do I need a pre-application meeting? Is it required before I can submit my resource consent application?

- Not all projects need a pre-application meeting. More complex projects such as central area developments or multi-unit housing can benefit from early Council involvement.
- In some cases Council staff may suggest an alternative to the pre-application meeting, such as over the counter information.
- If you are unsure whether you would benefit from a pre-application meeting, feel free to discuss this with our development guidance staff at the Council buildings (35 Coles Crescent) or phone 295 1300.

Why have a pre-application meeting?

- It allows you and Council staff to discuss key issues and review the proposal before it is finalised. This can result in a better outcome for everyone.
- Addressing planning issues at the initial stage of your project can save time and money.
- It helps avoid the submission of unrealistic proposals.
- Helps raise the standards in terms of application submissions.

How do I arrange a pre-application meeting?

- Arranging a meeting is easy. You can either:
 - Complete the form online at www.papakura.govt.nz
 - Download the form, complete it and fax it to us at 298 1906
 - Email customerservices@papakura.govt.nz
 - Call 295 1300 and speak to our Duty Planner

Who would attend my pre-application meeting?

- A resource consent administrator will organise this meeting.
- You can bring along any advisor(s) that you think would help the meeting.
- Based on the information provided, the planner may invite other advisors from the Council (such as urban designers or traffic engineers) that may be relevant to the project.
- It is therefore useful if you can clarify the particular issues you would like to discuss and who you intend to bring, before the meeting. This will ensure that you get the most out of the meeting.

Can the planner tell me at the meeting whether my resource consent will be approved or whether it will need to be notified?

- No, this advice can only be given once an application has been received by Council and has gone through the Council's resource consent process.

Will I be advised if there are any affected parties?

- No, it is not possible to determine the affected parties until an application has been submitted to the Council.
- Once the application is submitted, a resource consent planner undertakes a site visit.
- Until then, the Council cannot advise about affected people.

What information should I supply prior to the meeting?

- You will need to provide an overview of the proposal and any concept plans, if available.
- Providing information about the project before the meeting will help you to get the most out of your pre-application meeting.

How many pre-application meetings can I request?

- You can have as many meetings as you wish
- We would advise further meetings we hold where there are particular matters which remain unresolved.

Can I still submit my application if issues are not resolved at the pre-application meeting?

- Yes, you may choose to submit an application at any stage, however it is always preferable that further pre-application meetings take place if differences remain between the parties.

Will there be a charge?

- Yes, a minimum fee will be charged and all costs borne by Council will be recovered (this includes time for other experts).
- If a resource consent is lodged within 30 days of the date of the pre-application meeting any additional fees will be invoiced as part of the resource consent process.
- If an application is not lodged within 30 days the pre-application fee will be invoiced and payable within 14 days.

Pre-application meetings will be conducted on the basis of information available at the time.

Please note that the provision of further information or changes in the project scope may impact on the Council's view of your application.

A pre-application meeting is a voluntary meeting organised by the Council to help you through the consent process. Formal decisions cannot be made during or on the basis of the pre-application meeting and any representations made by Council are not legally binding.