

Pre-Application Meeting Request Form

Applicant & Agent Details

Name of Applicant:		
Applicant Address:		
		Postcode:
Phone:	Fax:	E-mail:
Contact Person or Agent (if different from above):		
Address for Service:		
		Postcode:
Phone:	Fax:	E-mail:
Address for invoicing: <input type="checkbox"/> Applicant <input type="checkbox"/> Agent		
Note: Pre-application meetings and associated work are charged on a time/cost basis for staff time, unless advised otherwise by the processing officer.		

Project Details

Project Name (if any):	
Project Address:	
Legal Description:	Site Area:
Description of Project (give details):	
Note: Council staff will determine the appropriate type of pre-application for you, based on the scale and complexity of your project.	
Office use only: Pre-application type: <input type="checkbox"/> Major Projects Team <input type="checkbox"/> Housing Development <input type="checkbox"/> Standard	

Meeting Information

Preferred meeting date / time:
<input type="checkbox"/> ASAP (see notes below) <input type="checkbox"/> other (please specify): _____
Approximate number of guests (for room booking purposes): _____
Notes: A minimum of ten (10) working days notice is required (for circulation and review of pre-application material by relevant specialist staff) prior to the meeting date. The actual meeting timing will vary depending on the scale and complexity of the project and staff availability. We will coordinate a meeting time with you and can keep you informed of progress.
Following the meeting, written minutes will be prepared and provided.

Specific Information

Notes: Please ensure your application includes as much detail as possible - the level of information provided informs the comments we are able to give. Information requirements will differ between projects, the below details are examples of information that may be helpful. NCC staff may also request additional details or clarification in order to provide informed feedback.

Any information should be submitted electronically with the application please.

Examples details (please tick those included):

- A completed application form (required for all applications)
- Site plan of the development – to scale (showing building footprints and other site layout details such as landscaping, parking and access areas)
- Elevation and floor plans (including daylight angles)
- Perspective drawings
- Cross-sections (e.g. for driveways, sloping sites)
- Preliminary assessment e.g. likely reasons for consent under the Nelson Resource Management Plan
- Servicing report / drawings (existing and proposed)
- Design statement / rationale explaining the project design
- Materials and colours schedule
- Record of Title, including any restrictions such as consent notices, easements
- Specialist reports (e.g. geotechnical, ecological, please list): _____
- Other (e.g. photos, please list): _____

Specific matters for which NCC staff input is sought (please list):

Print Full Name: _____

Signature: _____
(Person making application or authorised agent)

Date: _____