

## Planning Enquiry / Pre-application information

### Details of Property and Site Location

Site Address/ Location:

Valuation Number:

Record of Title:

### Personal Details – name of person/s requesting contact with a Planner

Name/s: *(please write all names in full)*

Company/ Trust/ Organisation: *(if applicable)*

Postal Address:

Contact number:

Email:

The person/s requesting contact is the (please tick):

Owner     Occupier     Lease     Prospective Purchaser *(of the property described above)*

Other: Please specify: \_\_\_\_\_

### Purpose of enquiry

Please provide details of your enquiry:

Do you require any of the following to be present?

Building Inspector     Transport staff     Utilities staff

Other (please specify): \_\_\_\_\_

### Preferred method of contact with a Planner

In person (meeting at Council Tainui Street Office)     Phone     Email

Video conference

## Preferred time of contact

Tuesday Morning

Thursday Afternoon

Council Planners are available Tuesday's 8am – 12pm or Thursdays 12pm – 4pm

Appointment 30 minutes in length, if you believe your enquiry requires more than this allocated time please indicate how long: \_\_\_\_\_

Staff will contact you to arrange a suitable time for a meeting, phone, or video conference within 2 business days of this form being submitted.

If email is the preferred contact a Planning staff member will email you within 2 business days of this form being received

## Debtor Details: Name and address for invoicing

**Council provides 30 minutes free of charge. If a follow-up appointment or work is required, the actual and reasonable cost of this work will be charged.**

Debtor Name/s: *(person responsible for incurring the actual and reasonable costs incurred by Council in response to this request)*

Relationship to project (e.g. owner, agent etc)

Postal Address:

Telephone:

Email:

Print name:

Signature:

Date:

## Office Use Only

Planner allocated to:

Contact date:

Contact time:

Location (if meeting):

Applicant notified by:

Date:

Invoiced:

Invoice no.

Amount:

Date:

## Guidance Information

It is recommended that all applicable information is provided to ensure that the enquiry/ application can be fully assessed. Council staff will only use the information provided for the purposes of assisting the enquirer/ applicant during this process.

Information or documents you should provide before or bring with you to the meeting include:

- Any site plan, scheme plans, elevations, architectural drawings or other material relating to the proposed development/ activity to assist staff in understanding your proposal.
- Any specific issues you wish to discuss, including clarification of the District Plan rules, policies, resource consent requirements etc.

If submitting this form via email, please attached any relevant documents.